

Job Title	Collections Specialist
Short Description	Ensure the collection policies and procedures of the credit union best service the credit union and its members. Oversee all aspects of collections duties and ensure strict compliance with NCUA rules and regulations in all collection practices.
Full Description	Establish and monitor effective control procedures for delinquent or potentially delinquent loans. Determine when to charge to reserve. Review accounts where action beyond routine collection procedures must be approved or implemented. Handle complex situations. Resolve difficult or non-routine member issues. Review all billings from attorneys retained for collection work. Authorize legal proceedings. Review default notices, surrender notices, bankruptcy procedures, foreclosure notices, etc. for accuracy and completeness. Prepare and analyze reports for senior management and/or the Board. Process all correspondence for collections department, ensuring accuracy of work. Create form letters, type labels, and provide general administrative support. Maintain collection files according to department procedures. Input data into the credit union's collection system, and generate reports as requested.
Education	High School Diploma or GED equivalent. At least 3 years or more experience in a service-oriented capacity, collections duties and extensive understanding of bankruptcy laws for a financial institution. Must be knowledgeable of laws, rules, and regulations set forth by National Credit Union Administration (NCUA), including updates and changes. Must have a clear understanding of current laws and regulations relating to collections and bankruptcy. Some cash handling experience preferred.
Additional Comments	<p>PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: Intermittent standing, sitting and walking; using hands repetitively to handle, feel or operate computers and other standard office equipment; reaching with hands and arms; intermittent lifting and carrying between 5 and 25 pounds.</p> <p>WORK ENVIRONMENT Must be able to routinely perform work indoors in climate controlled office setting. The noise level in the work environment is usually moderate.</p> <p>LICENSE OR CERTIFICATE Must be bondable. Salary Range: \$19.00 - \$21.00 per hour (Based on experience)</p>
Credit Union	Rocket City Federal Credit Union
State	Alabama
Contact Name	Stephanie Moore
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Phone	256-533-0541

Fax

Expiration Date

09/30/2022