

Chicago Municipal Employees Credit Union is currently seeking a self-motivated individual who works independently and has the drive to move ahead, to work as a Collector in our downtown Chicago location. Our Credit Union is growing and committed to employee growth and customer satisfaction. Contact: If you are interested in our employment opportunities, please e-mail your resume to careers@cmecuonline.org,

Job Summary: Responsible for administration and operation of the Collections Department. Ensures staff adheres to departmental policies and procedures as well as state and federal laws and regulations.

Essential Functions:

- ❖ Prepare collection department updates and reports for management's financial and operational reports
- ❖ Establish and maintain effective collection procedures on loan accounts that are late and potentially delinquent, charging them to reserve
- ❖ Review invoices from attorneys retained for collection
- ❖ Authorize legal proceedings
- ❖ Contact delinquent members via telephone and mail to determine the reasons for delinquency and assist them in developing plans to bring accounts to current status
- ❖ Notify co-signers regarding status of delinquent accounts
- ❖ Update and log activity on accounts through delinquent loan recovery system
- ❖ Obtain credit bureau reports
- ❖ Monitor departmental budget
- ❖ Research payroll deductions, stops, starts, and changes
- ❖ Service all overdrawn accounts
- ❖ Assist members with delinquent loans to resolve delinquency
- ❖ Calculate and correct payments for error corrections on loan accounts
- ❖ Investigate and correct discrepancies in loan applications
- ❖ Develop and implement departmental policies and procedures
- ❖ Maintain a working knowledge of credit union history, philosophy, policies and procedures
- ❖ Other duties as assigned to accomplish the goals and objectives of the Collections department and the Credit Union.

Qualifications: The ideal candidate should have a Bachelor's degree and a minimum of 3 years experience in collections preferably in the banking industry. Supervisory experience is a plus.

Physical Demands and Work Environment:

- ❖ The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- ❖ While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel objects, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; and bend.
- ❖ The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- ❖ The noise level in the work environment is usually moderate.

The responsibilities outlined in this document serve as a general description of the job function. It is not exhaustive in expectations or qualifications and should not be interpreted as such. Further, this document is not to be interpreted as a contract or guarantee of employment.