

**Collector**

**Role:**

To preserve the Credit Union's assets by controlling delinquent loan accounts, collecting delinquent loan payments and/or recovering collateral.

**Essential Functions & Responsibilities:**

* Contacts delinquent accounts by phone and mail; takes appropriate action to bring current.
* Analyzes financial situation of delinquent borrowers; makes recommendations to repossess collateral when other arrangements to bring the loan current are unsuccessful.
* Maintains accurate files and reports on all collection activity.
* Informs management of trends in loan underwriting contributing to delinquent/charges-off loans.
* Performs other job-related duties as assigned.

**Knowledge and Skills:**

**Experience:** One year to three years of similar or related experience.

**Education:** A high school education or GED.

**Interpersonal Skills:** Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Please send resume to:** **hr@rrcu.org** **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**