

Collections Clerk

SUMMARY:

Notifies or locates borrowers with delinquent accounts and attempts to secure payment.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Mails form letters to borrowers to encourage payment of delinquent accounts.
- Confers with borrower by telephone in attempt to determine reason for overdue payment, reviewing terms of repayment, security, payroll deduction, or other repayment concern.
- Records information about financial status of borrower and status of collection efforts.
- Suggests repossession or credit privilege cessation, or turns over account to Collection Manager for further action.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)