

Finance Job Function

Card Services Administrator II

Grade: 56

Job Code: F0756P

Job Family: Banking

Job Family Matrix: [Banking \(Finance\) Matrix](#)

Summary

Responsible for maximizing the collection and/or recovery of credit union assets from delinquent and charged-off accounts.

Core Duties

- Analyze the financial situation of delinquent borrowers; contact delinquent accounts and take appropriate action to bring accounts current
- Approve, deny or modify collection recommendations
- Repossess collateral when necessary; arrange for sale of repossessed collateral and determine additional investments in collateral
- Develop recommendations for cost efficiencies and enhancements to products, pricing and processes
- Prepare varied reports on credit card trends and activity
- Ensure financial compliance with University policies and procedures and applicable legal rules and banking regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic financial administration principles
- Demonstrated experience with financial systems and data query tools

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting