

## **Collection/Insurance Specialist**

### **SUMMARY:**

Assists collection effort by performing collection work and processing insurance, claims related to death, disability, non-filing insurance, property claims and other insurance coverages the organization is able to access to offset its loan losses in whole or in part.

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

- Is knowledgeable in organization loan and collection policies and procedures including; consumer loans, mortgage loans, Visa, insurances available on loans, regulation affecting loans and collections, compliance requirements, documentation, and processing methods.
- Ensures that a system is in place for follow up notices and contacts for continuing appropriate insurance coverages on property pledged as security for organization loans.
- Reviews all disbursed loan documentation for accuracy, policy compliance, data entry to the accounting system, filing of required liens and other documentation, cataloguing of titles and pledged security held by the organization, and the general administration of lending systems.
- Records information about financial status of borrower and status of collection efforts. Maintains a log book on bankrupt accounts and other file information regarding legal and regulatory processes.

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