



First Federal Bank of Louisiana Job Description

Job Title: Collections Assistant
Department: Collections

SUMMARY

Works with the Senior Collector to prepare Delinquent, Charge Off, and Bankruptcy Reports and files. Acts as back up in the absence of Senior Collector.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Works with delinquent customers in default
- Works bankruptcy accounts
- Works charge offs, judgments, foreclosures
- Default reporting to appropriate agencies
- Balances general ledgers used by the department
- Performs work to assist the Senior Collector
- Makes collection phone calls

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Contributes to team effort by accomplishing related duties as assigned

EDUCATION and or EXPERIENCE

- High School diploma or general education degree (GED) and one to three years related office experience and/or training; or equivalent combination of education and experience. Previous loan or collection experience is preferred.

OTHER SKILLS AND ABILITIES

- Proficiency in the following software programs: Word Processing Software, Preferably MS Word, Spreadsheet software, preferably MS Excel
- General knowledge of the following software programs: Database software, preferably MS Access
- Excellent Telephone and Interpersonal skills
- Ability to work independently, with little or no supervision

SCHEDULING

Work schedule is 8:00 a.m. – 5:00 p.m., Monday through Friday, with occasional overtime. Regular attendance is required.