

## **Indirect Lending Quality Control Officer**

### **SUMMARY:**

Working with the car dealership, examines and analyzes accounting records to determine financial status of dealership loans with the organization. Prepares financial reports concerning operating procedures and cost/benefits for the organization.

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

- Reviews data regarding material assets, net worth, collections, income, and expenditures.
- Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions. Expected to maintain control over all negotiable instruments, and to protect the interests of the credit union in a highly ethical manner.
- Tracks asset disposition process to ensure assets are disposed of in a manner that receives the greatest return possible in terms of insurance rebates/premiums, and the sale of assets.
- Collects outstanding accounts in accordance to the policies and procedures set by the credit union, and all regulatory agencies. This may require working with outside agencies to recover delinquent accounts, refunds, and other sums due the credit union.

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