

Collections Specialist – Springfield, VT

One Credit Union is currently seeking a Full-Time Collections Specialist to join our team in Springfield. This position primarily reviews delinquent accounts, determines probable reasons, and works to resolve delinquencies in a manner that maintains the Credit Union's professional image, working as close liaison with outsourced vendor.

The **IDEAL CANDIDATE** will have:

- Previous collections experience preferred (minimum 1 year).
- Knowledge of collections procedures and related laws and regulations.
- Basic understanding of US Bankruptcy Code.
- Excellent attention to detail, accuracy, and thoroughness in work product.
- Excellent communication, telephone, and public relations skills.
- Ability and comfort working independently and in stressful situations.
- Comfort with MS Office.
- Ability to maintain accurate records and produce routine reports.

Requirements:

- High School graduate or equivalent.
- Wages commensurate with experience and skillsets
- Benefits offered: Health Care, HRA, FSA, Dental, Vision, Life & Disability, 401k plan, Holidays (10), Paid Time Off (PTO)

Email cover letter, resume and
references to

jobs@onecu.org

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