



Courtesy Finance LLC is looking for an Account Manager. This person will work from their corporate office located in Atlanta, GA 30350.

Qualified applicants should send their resume to HR@courtesyfinance.net.

Job Title: Accounts Manager

Position Summary: Responsible for the collection of charged off and dismissed bankrupt accounts, processing of all bankrupt accounts, skip tracing accounts and decision on all loan applications submitted requiring corporate approval. Tracking and processing legal accounts.

Department: Corporate
Reports To: Vice-President

Description:

- Collect on charged off accounts, making collection calls, utilizing all skip tracing tools, assigning field calls to branches as need, assign court appearances to branches as need, filing legal action, and tracking ongoing legal actions.
- Assist branches in skip tracing efforts by using Accurint as needed.
- Manage bankrupt accounts including filing Proof of Claims as appropriate, track status of accounts, and renew collection efforts if account is dismissed.
- Review and decision all Loan Approval Requests submitted by branches to corporate office.
- Fulfill other duties as assigned by the Company Vice-President

Minimum Requirements:

- Minimum of three years' experience in consumer finance industry with job duties including collections and loan decisions or 3 months with Courtesy Finance.
- In-depth knowledge of Federal and State lending and collection laws (knowledge of Courtesy Finance P&P preferred).
- Basic knowledge in legal action process for state(s) company operates.
- Basic knowledge of bankruptcy process for filing proof of claims.
- Excellent verbal and written communications skills
- High School Diploma or equivalent
- Computer skills (including Excel, Word, and Google Documents), 10 key calculator proficiency, knowledge of fax and copier machines
- Valid Driver's License, acceptable driving record, and access to reliable transportation for business use
- Ability to qualify for any license required by the state in which the office is located

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