



Parkview Community Federal Credit Union is seeking an ambitious business professional to join our team in the position of Lending & Collections Manager. Must possess excellent leadership skills, organizational and problem-solving skills, well-developed interpersonal skills necessary for interacting with peers, subordinates and members, innate ability to develop staff, and possess strong verbal and communication skills.

General position summary:

Responsible for overseeing all of the credit union's lending and collection functions; ensuring lending/collection functions are compliant with National Credit Union Administration (NCUA) and other regulatory agencies, promoting loan growth to all CU employees by directing cross-selling efforts and product training; monitoring and providing reports to Senior Management on various aspects of the lending/collecting operations; troubleshooting and resolving inquiries/issues in a timely, friendly and accurate manner; maintaining excellence in underwriting while prompting and identifying process improvements, member experience enhancements and adherence to policy; recommending to the CEO lending products, pricing, policies and procedures to best meet members' needs; developing and revising lending/collection policies/procedures as necessary; serving as Loan Officer and overseeing all aspects of other loan department employees and lending functions; serving as a credit union's collector and overseeing all aspects of other collectors and collection functions; developing and maintaining a highly motivated, well-trained staff while promoting effective employee relations; participating in the preparation of the credit union's strategic plan and related business plans; implementing the approved business plan and budget in lending and collection departments.

Will also perform other related functions consistent with management responsibilities to ensure a successful lending and collection program.

Associate degree in a relevant field along with at least three (3) years of lending and underwriting experience at a financial institution required. Extensive knowledge of consumer lending and collection practices and credit granting measures as well as state and federal regulating laws concerning lending and collection functions required. Intermediate mathematical skills (i.e., calculations and concepts involving decimals, fractions, percentages, etc.) required. Must be computer proficient including Microsoft Word, Excel and Outlook as well as any additional Windows applications.

Current hours of operation are Monday – Friday 9:00am to 4:30pm. Current hours of position are Monday – Friday 8:00am to 4:30pm. Location of employment will be at PCFCU's McKeesport Office located at 2100 Eden Park Blvd., McKeesport, PA 15132.

Submit resume along with salary requirements to: gatkus@pc-fcu.org