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## COLLECTIONS OFFICER I/II

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**DATE:** July 29, 2016

**POSITION:** Collections Officer I / II

**FTE STATUS:** I - Full-Time HOURLY (36 - 40 hours/week)  
II - Full-Time SALARY (40 - 45 hours/week)

**JOB DUTIES:** This position is primarily responsible for the control of delinquent loan accounts and minimizing losses to the bank that occur as a result of loans becoming past due and deposit accounts becoming negative. May also handle mortgage and consumer loans as needed. Active participation in sales management, officer call and other designated bank programs. Responsible for preparing loan committee presentations and other reports as needed. Provides other lending or operational related tasks as necessary.

**EDUCATION:** 2-year or 4-year degree in related field of study (Business, Finance, or Economics) preferred; High School diploma or G.E.D. equivalent required. Five or more years' relevant work experience may be substituted in lieu of degree with management approval. Experience with ag, commercial, consumer, mortgage, underwriting or audit is preferred.

**APPLICATION DEADLINE & NEXT STEPS:** Applicants can apply by emailing our Director of Hr, Deby Gray ([dgray@fmberlin.com](mailto:dgray@fmberlin.com)).

**Deadline for email applications is Monday, 8/22/16.**