

Newtown Savings Bank is currently seeking a Full-Time Collector to join our team. This position will be responsible for the collection of delinquent accounts according to internal and investor guidelines, maintain records, and prepare reports.

Primary Responsibilities:

- Contact a wide variety of customers (individual & commercial) and attempt to secure payments to past due loans using the standard collection techniques of telephone calls and letters while using loss mitigation strategies. Document all collection efforts and maintain up to date files.
- Will participate in the recovery of charged off loans and overdraft protection accounts.
- Complete industry reports and prepare internal reports on delinquencies and related areas including bankruptcy, judgments and recoveries.
- Initiate and monitor the small claims process.
- Assist management with workouts, repossessions and foreclosures.

Job Requirements:

- A successful candidate must have a High School diploma with a minimum of 2-4 years of collections experience. Bank collections experience required and commercial collections experience desired.
- Must possess a level of professionalism combined with the necessary language skills to communicate with customers on many levels.
- Must have strong human relation skills and the ability to handle customer correspondence with tact and diplomacy.
- Must have strong attention to detail, ability to work with deadlines, and work independently.
- Proven intermediate Excel, Outlook, and Word skills and an advanced knowledge of Internet search engines are needed.