



We are Hiring a **Financial Service Officer**

**Are you an individual who has the desire and drive to work in sales and values success?** Do you want to make a difference in a person's life? As a Financial Service Officer, you have the unique ability to look beyond a credit score, really listen to someone's story and create relationships to help our members reach their financial dreams.

The Credit Union philosophy is people helping people and we strive to accomplish this every day.

**Financial Service Officer Responsibilities:**

- Experience working face to face with members in a service and sales environment
- Takes and reviews applications for consumer loan business. Explains loan programs and advises members of loan options and requirements.
- Completes or directs completion of all loan documents accurately.
- Stays up-to-date on new types of loans, lending trends, and other financial services and products to better meet members' needs.
- Participates in developing lending and deposit business for the credit union.
- Follows current loans to ensure compliance with terms and coordinates with collections.
- Performs a variety of miscellaneous tasks including filing, copying, data input.
- Maintain comprehensive knowledge of lending regulations. Remains in compliance and follows all BSA policy and procedures including the completion of annual BSA training.
- Attends and participates in meetings and committees as required.

**Qualifications:**

- One to five years of similar or related experience.
- A high school education or GED.
- This position requires a significant level of trust and diplomacy and normal courtesy and tact.
- Actively looks for ways to help people.
- Must be able to lift or carry 50 pounds with or without accommodation.
- Must be able to work in a stationary environment for most of the day.
- Must be willing to travel between locations and for training and conferences.

**To Apply:**

Please email resume and cover letter to: [employment@nrccu.org](mailto:employment@nrccu.org).

NorthRidge Community Credit Union is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, military or veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.