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# Example of Auto Finance Manager Job Description

Our innovative and growing company is looking to fill the role of auto finance manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for auto finance manager

* Prepares weekly and monthly executive reports on business trends, project status, and financial results
* Changes management by designing, documenting, and delivering new business functions
* Implements processes to ensure the bank operates in compliance with applicable laws and regulations policies and procedures
* Coordinates floor plan closings with Business line, Takeout team and Legal and ensure all contingencies are fulfilled prior to funding
* Develops and provides reports regarding compliance activity to Dealer Lending Management team (e.g., decline log, weekly pipeline reports, post-close contingency log)
* Minimizes risk exposure by quality checking Dealer Lending activities for accuracy (e.g., KYC forms, New Dealer setup and Collateral changes in DataScan)
* Reviews credit files for complete package then forward to underwriting and communicate open items to business line for follow up
* Manage the GAP Non-remittance Review process to ensure customer GAP policies are in place as intended
* Responsible for helping to evolving the Mortgage and Auto lending businesses into digital first digital businesses, from a servicing, acquisitions and retention perspective
* Manage all digital servicing projects from end to end on Chase.com for both Mortgage and Auto

## Qualifications for auto finance manager

* Proven ability to communicate complex information and data in clear and concise, charts, graphs, illustrations
* High tolerance for ambiguity matched with desire to organize it, the ability to handle tight deadlines
* 10+ years collection management experience and management of multiple sites
* Auto experience highly desirable
* Thorough knowledge of all relevant federal/state regulations and FDCPA
* Thorough knowledge of all aspects of collections and repossession processes