



Example of Credit Operations Job Description

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Our company is looking to fill the role of credit operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for credit operations

- Process Interest Rate Derivative trade activity requiring paper confirmations
- Liaise with Traders, Marketers, Credit, and Legal to produce/review confirmations for structured deals
- Produce and monitor metrics and generate reports for Senior Management
- Collect and analyze complex credit reporting data for deficiencies and implement processes to ensure data is corrected
- Implement and execute monthly quality reviews to ensure process above is in compliance with FCRA (Fair Credit Reporting Act)
- Review and suggest modification of established policies, maintain issues log and manage multiple projects based on monthly data integrity issues and partner back office processes
- Use bank loan system (Eclips and Exposure Now) to research loan balances, and principal and interest payments
- Collaborate/Interface with multiple Credit Card Vendors for credit card related projects, report requests, ID updates, production issues and testing
- Work independently to initiate and monitor Enterprise and BU specific operational metrics by comparing and evaluating various reports and ad-hoc data for discrepancies, determining resolution and taking action toward resolution
- Provide credit card operations subject matter expertise for brain storming, requirements, acceptance testing and production approval for projects impacting credit card processing

Qualifications for credit operations

- Possess and intimate knowledge of intercompany department functions as they relate to loan servicing
- Experience with ASK procedure processes
- NMLS License - Must be able to obtain within a defined period of time
- Operations experience of end to end process
- To manage workflow for tasks, queries, and issues using various Credit owned systems