

ACCOUNT MANAGEMENT ANALYST (REMEDIAL ACCOUNTS MANAGEMENT UNIT)

Job Summary

Controls submission/receipt of restructuring requirements; performs initial document sufficiency checks; handles notarization and transmittal to AAU; maintains trackers.

Specific Duties and Responsibilities

1. Control submission/receipt of requirements
2. Initial sufficiency assessment
3. Handle notarization and transmittal of restructuring agreements to AAU
4. Document execution preparation; finalize documents for reproduction and signing
5. Update trackers on restructured accounts, collaterals, PDCs and special conditions; prepare audit requirements

Qualification Standards

- a. Relevant 4-year degree
- b. ≥ 1 year experience
- c. ≥ 4 hours training

Competencies

- a. Records control
- b. Documentation
- c. Tracker management

Working Relations

Internal:

- Account Management/ASG/AAU – account turnover, documentation and monitoring.
- LSU – legal review of restructuring and foreclosure actions.
- Treasury/Accounting – payment schedules, PDCs, and collections coordination.

External:

- Clients/lessees/borrowers – negotiations;
- Co-creditors/suppliers – coordination.
- Appraisers/brokers – collateral valuation;
- Notaries – notarization of restructuring.