



**Open Position:**

Entry Level Verification Clerk - Credit Processor

**About the Opportunity:**

Assist Buyers and Credit Supervisors with verifications necessary to decision a new application. In addition to the expectation that you adhere to your department's attendance policy, duties include but are not limited to the following. Other duties may be assigned.

- Verify current and previous employment.
- Verify the status of a mortgage or lease.
- Verify the status of an auto loan.
- Verify application information directly with the applicant.
- Update Analysis screens and verification screen after verifications are completed.
- Promptly relay verified information to the Buyer and/or Credit Supervisor via the message system.
- Calculate proof of income & acquire Supervisor concurrence on income being used.
- Update Analysis screen with accurate income( s).
- Maintain a professional and customer-friendly manner with each contact. Display a willingness to take direction, work cooperatively with management and co-workers, and project a positive demeanor.

**About the Company:**

CPS is a national auto finance company specializing in financing consumers with past credit problems. CPS has been in business for 20 years and serves over 4,000 auto dealers across the U.S. The CPS finance program allows customers with past credit problems to drive a reliable later model used car while rebuilding their credit with on time payments.