



VantageOne
CREDIT UNION

Career
Opportunity

TYPE: External Advertisement

DATE: July 16, 2021

ROLE: Equipment Leasing Account Manager - Full Time

BUSINESS LINE: VantageOne Leasing Inc.

Imagine working and living in the North Okanagan where lifestyle is filled with urban amenities and world class recreation, skiing, golfing, and boating...we have it all and so can you. We are seeking an experienced Equipment Lease Account Manager in VantageOne Leasing Inc. in Vernon BC.

POSTING NUMBER: EX 2021-19

CLOSING DATE: Until Filled

HOW TO APPLY: Please **email** a resume and cover letter to HR@vantageone.net no later than **5:00 pm** on the closing date. Please indicate the advertisement number (EX -2021-19) in subject line of email.

About the role: The equipment leasing account manager role is responsible for evaluating commercial credit applications, meeting personal sales objectives, plans and strategies by identifying new sales opportunities. Through a network of referral resources this role is responsible for growing, developing, and managing a portfolio of commercial equipment by building strong long-term broker and vendor relationships throughout the markets that we serve.

Qualifications:

- 4-6 years' experience in a commercial lending or leasing role.
- Completion of Commercial Lending educational programs and Canadian Finance and Lease Association Programs
- A proven track record of meeting sales objectives

Who We Are: VantageOne Leasing Inc. is a wholly owned subsidiary of VantageOne Credit Union. Since 2004 the VantageOne Leasing team has offered equipment lease financing services to companies, proprietorships and partnerships throughout BC and as far East as Ontario.

Our history as a credit union reaches all the way back to 1944 when we opened our first branch in Vernon. Since that time, we're proud to have become a vital part of the local business economy. From the very start, we have seen ourselves as a local business, owned by our members and operated by people who live here and are deeply invested in our communities.

We welcome applications from all interested; however, only those selected for an interview will be contacted.



Job Description

POSITION TITLE:	Account Manager - Leasing
BUSINESS:	VantageOne Leasing Inc.
UNIT/DEPARTMENT:	
LOCATION:	3111 – 32 Avenue, Vernon, BC
REPORTS TO:	Lease Manager

PURPOSE OF POSITION

This position is accountable for:

- Effectively developing and managing a portfolio of equipment and vehicle leases.
- Meeting personal sales objectives, financial plans and strategies:
- Initiating action to improve growth in the lease portfolio as well as identifying new sales opportunities for VantageOne Leasing (VOL) and its affiliates.
- Developing a network of referral sources by building long-term relationships with Brokers and Vendors and an effective strategy of community involvement.

In support of the leasing division the position is accountable for:

- Assisting in the management of lease assets, initiating action to improve the quality of leases and manage delinquency.
- Providing protection of leasing assets through effective daily administrative management.

An integral responsibility of this position centres on ensuring the portfolio is in compliance with relevant legislation regulations, policies and procedures.

ROLES AND RESPONSIBILITIES

Lease Portfolio Administration:

- Deals directly with Brokers and customers; co-ordinates with brokers lease approvals and pending transactions.
- Manages all aspects of client application on leasing systems (CASITRON & EDGE) for direct accounts and supervision of broker applications and credit underwriting.
- Ensures the delivery of leasing services is completed within established timelines.
- Approves leasing contracts and equipment rental/purchase within delegated approval authority of up to set limit as per lending authority letter and recommends files outside of approval authority to the appropriate next level.
- Evaluates security and ensures appropriate documentation relative to the risk, legislation and regulations of the venture is processed.
- Ensures profitability of lease through the negotiation of lease rates, term, service charges, overdue interest, and awareness of non-interest income opportunities.
- Interacts with Business Services on business financing needs.
- Reviews documentation prior to funding to ensure completeness and accuracy and co-ordinates the execution and delivery of lease documentation.
- Monitors, and authorizes the closing/funding of lease transactions with the appropriate cosignatories, ensuring deal structure, and credit conditions have been met. In the absence of the Lease Administrator, fund leases using the Casitron/Edge lease programs.
- Completes related documentation for new leases, payment suspensions, temporary excess approvals, alteration and substitutions of security, discharges of security and general administration duties related to Lease Accounts.
- Audits Casitron input completed by the Leasing Administrator.
- Prepares statistical reports for management, auditors, and government as required.
- Monitors delinquent accounts, supports the collection process, assumptions and deferrals, initiates action to collect delinquent payments, escalates to the Lease Manager as required.
- Responsible for completing foreign exchange transactions such as USD and Euro wire transfers through PayLine by Ice within established timelines. Seeking approval from Leasing Manager prior to initiating wire transfer
- Responsible for CCA Spreadsheet for schedule 8 to CRA for tax purposes
- Responsible for the follow up on Out of Order Leases
- Responsible for report requirements on CASITRON and EDGE systems
- Responsible for CAFT processing run for PAP.
- Responsible for maintaining and updating the Leasing Procedures and Training Manuals

Work Leader:

- Acts as Work Leader to the Lease Administrator this includes assigning work, providing input into performance reviews, and providing advice, training and guidance.

Business Development:

- Assists Lease Manager by monitoring and updating company, industry and governmental regulations as related to the leasing business as required.
- Assists with marketing initiatives.
- Assists in the development of new policies and procedures to improve operational efficiency and to accommodate new products.

- Keeps abreast of changes in statutory requirements, economic and market conditions, and trends in lease sales and service delivery.
- Team**
- Participates in meetings and activities as they relate to corporate initiatives.
 - Attends, participates, and contribute to scheduled meetings as required.
 - Provides operational support to work team members.
 - Assists with Lease Administration duties as needed.
- Other duties as assigned.**

EDUCATION & EXPERIENCE

- Education:**
- High School Diploma plus two years of formal education. A formal program includes completion of, CUIIC Consumer and Residential Lending Program, CUIIC Commercial Lending Program, applicable University/College Business/Accounting courses and Canadian Finance and Lease Association Training program.
- And**
- Job Related Experience:**
- 4 - 6 years' experience in a business/commercial lending or leasing environment.
- Or**
- an equivalent combination of education and experience acceptable to VantageOne

SKILLS AND KNOWLEDGE

Accounting

Working a solid understanding of the rules and regulations governing the accounting for leases as established by the Canadian Institute of Chartered Accountants.

Finance

Familiarity a basic understanding of financial analysis, asset liability management, risk analysis, tax implications, liquidity management, lease structuring and financial reporting.

Administrative Processes

Working a solid understanding of policies, procedures and practises as they relate to a leasing environment.

Communications

Working a solid understanding of the knowledge & skills in verbal and written communication techniques and the ability to develop and nurture working relations with lessees, brokers, and vendors.

Granting of Commercial Credit

Working a solid understanding of the process of granting leases made to a sole proprietor, partnership, or business to finance the acquisition of commercial equipment including analysis of commercial financial statements, evaluation of security, negotiation of terms and conditions, processing security documentation, continued monitoring of the value of the security taken, and initiating action in case of delinquency.

Granting of Consumer Credit

Familiarity a basic understanding of the process of granting of loans related to residential mortgages, personal lines of credit, credit cards, and personal loans including analysis of personal balance sheets and evaluation of security for the purpose of approving loans within assigned limits, policies and procedures.

Core Products and Services & Specialized Products and Services

Working a solid understanding of all Small Business/Commercial products and services and a familiarity with all other products and services offered.

Specialized Products and Services

Working a solid understanding of Vehicle and Equipment Leasing products and services to provide management of commercial leasing credit, including approving leases within assigned limits, policies and procedures.

Regulations/Legislation/Credit Union System

Working a solid understanding of the technical areas of contract law, insurance requirements, and various Provincial Personal Property Security Acts (B.C. and Alberta), Provincial/Federal taxation procedures and Customs clearance, Investment and Lending policies and procedures.

Insurance

Working a solid understanding of 3rd party liability, All Risk Insurance, ICBC Vehicle coverage; Life and Disability to ensure protection of leases.

Computer-Based Systems Operation

Working knowledge of software systems such as Microsoft Outlook, Word, Excel and Sage Accounting along with lease software systems such as BC Online, Equifax, T Value and PPSA.

Computer System Design, Development and Technical Support

No Knowledge in this area required in this position. This position is not responsible for evaluation, design, development, and maintenance or user support of computer systems or operations.

Human Resource Management

No Knowledge in this area required in this position. This position is not responsible for employee counselling, succession planning, or recruitment.

Marketing

No Knowledge in this area required in this position. This position is not responsible for participation in marketing planning.

Competitive Environment

Working a solid understanding of competitors in our market as they relate to VOL products and services.

Sales and Service

Working a solid understanding of sales and service as first point of contact from Brokers/Vendors and Clients. Identifies opportunities for up selling and cross selling; and referring potential business opportunities to specialist staff and other services.

STRENGTHS AND ABILITIES

Striving Strengths	Thinking Strengths	Relating Strengths
<ul style="list-style-type: none"> • Ability to Achieve • Desire to Succeed • Competent • Committed to be of Service to Others • Ethical • Available 	<ul style="list-style-type: none"> • Focused • Disciplined • Able to Arrange • Responsible • Problem Solving Ability • Committed to Accuracy 	<ul style="list-style-type: none"> • Empathetic • Caring • Team Player • Ability to build and sustain relationships • Partnership and Advice • Focused • Positive Attitude

PHYSICAL REQUIREMENTS

Physical exertion

Minimal which includes stooping, reaching, pushing, pulling and/or lifting.

Visual attention

Frequent between 1/2 and 3/4 of the time may include intense reading of documentation or data, close monitoring of computer screens or detailed work

Travel

Occasional travel either day to day or overnight on VantageOne business may be required in this position.

Manual Dexterity – Frequent between 1/2 and 3/4 of the time this includes computer keyboarding, mouse adding machine work for a significant portion of the workday. 40 Wpm Keyboarding Skill

NATURE OF SUPERVISION

Immediate Supervisor	Lease Manager
Supervisor Responsibility Level	Work Leader-This includes assigning work, providing input into performance reviews, and providing advice, training, and guidance to Leasing Administrator
Positions Supervised	Lease Administrator