

The Credit Maintenance Specialist is an entry level position responsible for capturing and recording data related to credit exposure, obligors and facilities in relevant credit systems in coordination with the Operations - Services team. The overall objective of this role is to maintain data quality in credit systems, monitor credit exposure and adhere to overall credit policies.

Responsibilities:

- Interact with clients assigned through inbound calls and process queue work
- Assist in performing credit deaccessioning using internal and external credit information such as credit bureaus, trade experience, personal guarantees, financial statements, and bank references
- Analyze information to judge credit worthiness
- Assist in client issue resolution and addressing credit needs
- Aid in ensuring compliance to company and credit policies, auditing procedures, and department goals and standards
- Aid in ensuring consistency and quality of process across the company
- Support cross-training and line-balance opportunities to assist business partners
- Fulfilling the clients' necessities while providing an exceptional client experience is the expected behavior from all our employees and it will be measured by specific metrics.
- Appropriately assess risk when business decisions are made, demonstrating particular consideration for the firm's reputation and safeguarding Citigroup, its clients and assets, by driving compliance with applicable laws, rules and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct and business practices, and escalating, managing and reporting control issues with transparency.

Qualifications:

- 1-3 years of relevant experience
- Experience in credit, lending, and working within a financial department
- Working knowledge of reading and interpreting online reports from Experian and/or Dun & Bradstreet
- Demonstrated skills in analyzing and interpreting financial documents such as tax returns, annual statements, balance sheets, and signature validations
- Proficient computer skills with a focus on Microsoft Office applications (Word, Excel and PowerPoint)
- Basic knowledge of the organization and its policies required
- Consistently demonstrates clear and concise written and verbal communication

Education:

- High School diploma or equivalent

This job description provides a high-level review of the types of work performed. Other job-related duties may be assigned as required.

Train on site/Home Office Program

This position requires you to complete training on site at 2150 South Bonito Way, Meridian, ID 83642. After training, you may have the option to participate in our Home Office Program where you will work from home as long as you are performing in role, have proper working conditions, and technology that is required.

We Offer:

- Competitive rates start at \$19/hr!
- Day 1 Health Benefits!
- Flexible Work Strategies
- Collaborative team environment
- 401(k) match
- Tuition Reimbursement
- Dental insurance
- Vision insurance
- Paid parental leave
- Paid time off

Click here for more information: [Careers in Meridian, Idaho \(ID\) at Citi](#)

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Job Family Group:  
Operations - Services

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Job Family:  
Credit Maintenance

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Time Type:

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Primary Location:  
Meridian Idaho United States

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Primary Location Salary Range:  
\$40,960.00 - \$53,440.00

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View the ["EEO is the Law"](#) poster. View the [EEO is the Law Supplement](#).

View the [EEO Policy Statement](#).

View the [Pay Transparency Posting](#)