



## Job Description

Job Title: **Collections Specialists**

Level: Corporate

Reports to: Collections Manager

Original: January 2, 2018

FLSA Classification (US Only): Hourly

EEOC Classification (US Only): Administrative

Last Revision: July 30, 2018

### Purpose

Provides support to the accounts receivable department and performs accounts receivable functions.

### Duties and Essential Functions

#### Human Resources:

1. Prepares daily bank deposits; reviews for accuracy.
2. Collection calls and emails.
3. Applies payments to outstanding invoices in a timely manner.
4. Monitors and maintains accounts receivable aging.
5. Assists with accounts receivable process through correspondence and collection calls as directed.
6. Prepares customer invoices; reconciles customer accounts.
7. Retrieves credit reports and assists with review of customer credit issues.
8. Maintains accounts receivable files.
9. Assists with related special projects as needed.
10. Performs other related duties as assigned by management.

### Job Requirements

#### Education:

- High School Diploma/GED, Associate's degree preferred or higher or equivalent combination of education and experience.

#### Experience:

- 5-7 years Collections, Accounting, Accounts Receivables, Accounts Payable experience

#### Skill Requirements:

- Must be able to communicate with internal and external customers
- Excellent problem solving skills and detail-oriented.
- Excellent written and oral communication skills.
- Good organizational skills and ability to prioritize multiple tasks in order to meet schedules.
- Highly proficient in Microsoft products including Word, Excel, PowerPoint
- 10-key by touch. Demonstrated ability to calculate figures and amounts
- Proficient on ERP systems, such as Microsoft NAV, Excel, and MS Products.

*This position will entail other duties as assigned.*

## Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job:

- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear.
- Frequently is required to stand, walk, and sit. Minimal climbing and stooping required.
- The employee must occasionally lift 10 pounds and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision depth perception, and ability to focus.

### Office/Sedentary Position

The working environment will generally be well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The employee should expect to be exposed to moderate noise levels such as business office computers and printers, light foot traffic, and telecommunications. Occasional overnight travel by land or air is expected. Travel to client's offices and Project sites may be required, periodically.