

## Collectoins Specialist

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** DOE

**Employment status:** Contract / Temporary

### Description

Robert Half Contract Talent is looking for a Collections Specialist! We are working with a client in Washington, D.C who is looking for a candidate to assist their team with collecting outstanding payments. This position is a contract engagement- if you are interested, please apply today!

The Collections Specialist will have the responsibility of balancing between maintaining trustful relationships and ensuring timely payments. They will provide professionalism and excellent communication skills, as well as the ability to work independently.

### Responsibilities Include:

- Monitoring aging accounts to identify outstanding debts
- Investigating historical data for each debt and/or bill
- Researching clients to ask about their overdue payments
- Take actions to encourage timely debt payments
- Processing payments and refunds
- Resolving and billing and customer credit issues
- Updating account statuses regarding collections efforts

### Requirements

#### Requirements:

- 1+ years of proven collections experience
- Knowledge of billing procedures
- Experience with Microsoft Office
- Experience with an ERP system
- Excellent communication skills (written and oral)
- High school diploma; Associate's/Bachelor's degree is a plus

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

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