

## Collections 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** is partnering up with a well-known organization in search of a Collections Specialist. This is a *contract* opportunity.

### Job Summary:

The current position is responsible for B2B AR/Collections, including direct client contact, monitoring of outstanding amounts, reporting and timely documentation. The position also includes preparation of client status reports and daily follow-up / resolution of unallocated amounts, which will necessitate frequent attorney, client, and staff interaction to accomplish. Additionally, standard duties include ensuring compliance to Firm collection, write-off, and cash receipts policies and procedures, as well as providing assistance for the cash receipts function on an as-needed basis.

### Job Responsibilities:

- Responsible for monitoring and reporting on client account receivable balances, aging, daily cash flow, and collections efforts and results.
- Ensure that client accounts receivable balances are remitted within established credit terms.
- Work directly with attorneys, secretaries and client account representatives to collect past due accounts.
- Maintain logs/records of client communications.
- Identify disputed items and recommend account adjustments to clear such items from client accounts.
- Monitor escrow accounts and unallocated receipts for timely application to outstanding bills.
- Works independently under the management of the AR Team Manager.
- Continually improves efficiency in required tasks by identifying ways and means to reduce costs of operations while increasing service, timeliness and quality.

### Knowledge, Skills and Abilities:

- Proficient in Microsoft Excel and Windows applications.
- Experience and knowledge accounting/billing software.
- Excellent customer service skills and respect for others are a must.
- Must possess excellent written and oral communication skills.
- Ability to organize and prioritize work as well as manage and meet the expectations of internal and external clients.
- Ability to handle a fast-paced office, meet strict deadlines and work well under pressure.
- Ability to evaluate situations, prioritize requests and responsibilities, and adapt as needed.

### Requirements

#### Education:

- Bachelor's Degree in business, accounting or finance preferred.

#### Experience:

- At least three (3) years' experience in the billing/collections function.
- Experience and working knowledge of 3E accounting/billing is preferred, but not required.

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