

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 of 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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