

## 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:** \$22.00 to \$24.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

This Collections Specialist position is for candidates who are natural leaders driven by a strong sense of accomplishment, and focused, detail-oriented thinkers with backgrounds in accounting, finance or business administration. This long-term contract / temporary to hire Collections Specialist position is available in the Manchester, New Hampshire area. If you're looking for work as a Collections Specialist, you can nourish your career at this growing company if you contact Robert Half today!

What you get to do every single day

- Record all customer payments to the correct reports
- Ensure the processing of payments
- Comply with all rules and regulations established by the Federal Fair Credit Reporting Act
- Direct all billing and reporting activities in accordance to deadlines
- Attend to inbound and outbound collections calls and correspondence
- Maintain and update customer files to sustain data integrity
- Act as a company representative in upholding quality customer service and a positive company image by resolving customer account inquiries
- Pinpoint delinquent customer accounts through various means, including skip-tracing, phone contact, written correspondence, and make arrangements for payment
- Correctly process bankruptcy filings when received

### Requirements

- Strong communication skills, both verbally and in writing
- Strong familiarity with Analytical Skills
- Expertise in Deposits
- Research experience
- B2B collections experience
- Be able to effectively analyze and make decisions on customer accounts
- 1+ years of prior high volume collections experience
- AA or BS/BA in Accounting preferred
- Earlier experience working with various types of accounting software desired

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit [roberthalf.gobenefits.net](https://roberthalf.gobenefits.net) for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

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

**This Job Posting will expire in 10 days.**