

## 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:** \$18.00 to \$20.00 hourly

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

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### Description

Natural leaders driven by a strong sense of accomplishment and focused, detail-oriented thinkers with backgrounds in accounting, finance or business administration will be preferred for this Collections Specialist position. This short-term contract to full time opportunity is for a Collections Specialist who wants to work in the New Orleans, Louisiana area. Nourish your career as an experienced Collections Specialist at a growing company in the Legal when you contact Robert Half today!

#### Major responsibilities

- Process bankruptcy filings in the correct manner when received
- Ensure the processing of payments
- Document all customer payments to the right reports
- Head all billing and reporting activities in response to deadlines
- Abide by all Federal Fair Credit Reporting Act rules and regulations
- Take care of inbound and outbound collections calls and correspondence
- Pinpoint delinquent customer accounts through various means, e.g. written correspondence, phone contact, skip-tracing, and making arrangements for payment
- Act as liaison in maintaining quality customer service and a positive company image by resolving customer account inquiries
- Update customer files to ensure data integrity

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### Requirements

- AA or BS/BA in Accounting preferred
- Ability to analyze customer accounts and make decisions based on those analyses
- Outstanding Balance experience
- Customer Account experience
- Collections experience desired

- Collect Outstanding experience
- Well-founded grasp of Collections management
- Proven knowledge of Client communications
- Command of Microsoft Excel
- 2-3 years of prior high volume collections experience
- Prior experience working with accounting software
- Excellent verbal, written, and social skills

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

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