

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

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

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.