

## 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:** \$24.70 to \$28.60 hourly  
**Employment status:** Contract / Temporary

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### Description

Collections Specialists with a strong sense of ownership and attention to detail will be interested in this job opening! Are you looking to build your career as a finance professional as part of a growing team in the Manufacturing industry? Contact Robert Half today! This long-term contract / temporary role is for a Collections Specialist who wants to work in the Brisbane, California area. This is an immediate role to fill and 6 months in length temporary/contract. this may turn in to contract to hire as well.

### Responsibilities

- Process bankruptcy filings in the correct manner when received
- Abide by all rules and regulations established by the Federal Fair Credit Reporting Act
- Attend to inbound and outbound collections calls and correspondence
- Catalog all customer payments to the correct reports
- Ensure the processing of payments
- 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
- Direct all billing and reporting activities in accordance to deadlines
- Oversee and update customer files to ensure data consistency

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### Requirements

- Ability to analyze customer accounts and make decisions based on those analyses
- Prior experience working with collections/accounting software
- AA or BS/BA in Accounting preferred
- 2+ years of collections experience
- Pivot Table experience. Expertise in Microsoft Excel.

- Excellent written, verbal and social communication skills highly desired

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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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.**