

## 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:** \$25.00 to \$32.00 hourly  
**Employment status:** Contract / Temporary

### Description

Collections Specialists with a strong sense of ownership and attention to detail will be interested in this job opening! Candidates looking to build their careers as finance professionals should contact Robert Half today to join this growing team. This long-term contract / temporary role is for a Collections Specialist who wants to work in the San Carlos, CA area.

What you get to do every single day

- Ensure the processing of payments (B2B Collections)
- Identify delinquent customer accounts through various means, e.g. skip-tracing, written correspondence, phone contact, and making arrangements for payment
- Correctly process bankruptcy filings when received
- Oversee and update customer files to ensure data consistency
- Act as a company representative in upholding quality customer service and a positive company image by resolving customer account inquiries
- Manage all billing and reporting activities in line with deadlines
- Control inbound and outbound collections calls and correspondence
- Register all customer payments to the correct reports
- Comply with all Federal Fair Credit Reporting Act rules and regulations

### Requirements

- Be able to effectively analyze and make decisions on customer accounts
- 2+ years of prior high volume collections experience
- Comprehensive knowledge of navigating basic office equipment and protocols
- Earlier experience working with various types of accounting software desired
- Strong communication and social skills
- AA or BS/BA in Accounting preferred

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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.**