



is now hiring!

| Collections Specialist | |
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| 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: \$13.30 to \$15.40 hourly Employment status: Temp to Hire |
| Description | |
| Collections Specialists with a strong sense of ownership and attention to detail will be interested in this job opening! If you're looking to join a growing team in the Industrial Cleaning Companies industry, contact Accountemps today to start building your career as a finance detail oriented. Based in the Charlotte, North Carolina region, this long-term temporary-to-full-time role is a great opportunity for a Collections Specialist. | |
| Major responsibilities | |
| <ul style="list-style-type: none">- Act as liaison in maintaining quality service to the customer and a positive company image by resolving customer account inquiries- Update customer files to ensure data integrity- Comply with all Federal Fair Credit Reporting Act rules and regulations- Process Payments- Locate delinquent customer accounts through various means, e.g. skip-tracing, phone contact, written correspondence, and make arrangements for payment- Ensure bankruptcy filings are processed in the correct manner when received- Record all customer payments to the correct reports- Direct all billing and reporting activities in accordance to deadlines- Handle inbound and outbound collections calls and correspondence | |
| Requirements | |
| <ul style="list-style-type: none">- Ability to analyze and make decisions on customer accounts- Previous experience using accounting software- Ability to communicate verbally and in writing effectively throughout all levels of the company- AA or BS/BA in Accounting preferred- Practical knowledge of Peachtree Accounting Software- Commercial collections experience- Demonstrated knowledge of Peachtree Accounting Software- Good understanding of Collecting Payments- Cash Collections experience desired- General familiarity with Peachtree Sage- Background working with Billing Collection- Earlier work involving Collect Outstanding- Accounts Receivable (AR) experience preferred- Adeptness in Microsoft Excel- Microsoft Excel experience highly desired- Command of commercial collections- Previous experience working with Collection Processes- Peachtree Sage experience highly preferred- 1+ years of prior high volume collections experience | |
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| Questions? Call your local office at 1.888.490.3195. 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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| 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.