



is now hiring!

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: \$19.00 to \$22.00 hourly
Employment status: Temporary

Description

Collections Specialists with a strong sense of ownership and attention to detail will be interested in this job opening! If you want to join a growing team in the Machinery Manufacturing industry and build your career as a finance professional, contact Accountemps today. Based in the Rock Hill, South Carolina region, this long-term temporary role is a great opportunity for a Collections Specialist.

How you will make an impact as the Collections Specialist:

- Handle inbound and outbound collections calls and correspondence with businesses
- Direct all billing and reporting activities in accordance to deadlines
- Process bankruptcy filings in the correct manner when received
- Act as mediator in maintaining quality customer service and a positive company image by resolving customer account inquiries
- Document all customer payments to the right reports
- Identify delinquent customer accounts through various means, e.g. skip-tracing, written correspondence, phone contact, and making arrangements for payment
- Maintain and update customer files to sustain data integrity
- Yield to all Federal Fair Credit Reporting Act rules and regulations
- Ensure the processing of payments and account reconciliations

Requirements

- AA or BS/BA in Accounting preferred
- Strong communication skills, both verbally and in writing
- Credit Card Payments experience preferred
- Command of Commercial Collections
- Strong familiarity with reconciliations
- Well-founded grasp of SAP
- Research Discrepancies experience highly desired
- Solid understanding of commercial collections
- Proven knowledge of Resolve Disputes
- 2-3 years of prior high volume collections experience
- Ability to analyze customer accounts and make decisions based on those analyses
- Earlier experience working with various types of accounting software desired

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

This Job Posting will expire in 10 days.