Downloaded from <https://www.velvetjobs.com/job-descriptions/analyst-collections>

# Example of Analyst Collections Job Description

Our company is hiring for an analyst collections. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst collections

* Prepare comparative Aging Summaries
* Ensure the customers pay within agreed credit terms
* Responsible for timely and effective internal communication with A/R Invoice Process Department and Terminal management related to issue resolutions
* Maintain records of all collection efforts
* Monitor progress toward desired result based on business process plan
* Maintain records, logs, information, reports, and data appropriate to business process
* Prepare receivable reports
* Communicate with Manager on present activities, issues and collection efforts
* Coordinate various departments when needed for dispute resolution
* Visit customers to resolve billing disputes and/or promote good customer relations as needed

## Qualifications for analyst collections

* Demonstrate collections expertise required to support one geography in one business unit
* 5 years + Collections experience in a medium to large business
* Able to manage multiple work assignments at the same time in an efficient and effective manner
* Contributes to collection and organization success by welcoming related, different, and new requests
* Complies with federal, state, and local collection legal requirements by studying existing and new legislation
* Junior Accountant skills