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# Example of Collections Analyst Job Description

Our company is searching for experienced candidates for the position of collections analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for collections analyst

* Interpersonal skills, technical product knowledge, and business process expertise are critical to responding to daily Client-centric activities
* Responsible for managing product/application support in a single line of business
* Serves as an escalation point for client issues with the next level of support being system developers
* Resolves issues and contributes to business unit/area development
* Elicit, analyze, communicate and validate business/user requirements for processes, policies and information systems
* Translate business needs/end-user requirements into functional specifications that describe what the system, process or product/service must do to fulfill the end-user/business requirements
* Perform Artiva reconciliation and ensure issues are resolved
* Process changes timely as requested
* Balance AR daily
* Work reports as assigned

## Qualifications for collections analyst

* Oracle knowledge would be an advantage
* Ability to handle multiple projects and deadlines under pressure
* Ability to be adaptable to change
* Above average attendance
* Working knowledge of all business units preferred
* Good attention to detail and the ability to remain organized and focused is essential