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# Example of Collections Clerk Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of collections clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for collections clerk

* Managing, identifying, and resolving discrepancies
* Maintaining acceptable payment pattern and relationships
* Using multi-collection methods and techniques
* Maximizing cash flow
* Minimizing bad credit risk
* Audit and mail daily invoices, match up international invoices with proformas
* Fax copies of invoices and/or statements as requested--answer all discrepancies in invoice book
* Prepare, enter and document all adjustments (A/R and OE & Invoicing)
* Match, mail and file all adjustments with relating backup
* Enter Daily Cash Receipts & apply clearings, generate Cash Reports, file Cash Reports, Bank Lockbox Reports and copies of checks received

## Qualifications for collections clerk

* Thorough knowledge of bank draft collection processing policies and procedures, Federal Regulations, and Oklahoma UCC
* Thorough knowledge and understanding of bank operations
* Working knowledge of collection item processing and related regulations
* Basic knowledge of ITRACS, IM applications, Synergy
* Interpersonal skills including oral and written communication skills
* Research and problem solving skills including reconciliation