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# Example of Collections Coordinator Job Description

Our innovative and growing company is looking for a collections coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for collections coordinator

* Supports Rewards and Recognition committees and their initiatives
* Makes all appropriate notations in accounting systems pertaining to payment plans, settlements, closings, payments
* Investigate and initiate appropriate action on payment discrepancies
* Interact with various constituents in managing customer accounts, including but not limited to Sales, Customer Service, Supplier Operations, Supply Chain, Finance and Information Systems
* Assist with bank deposit and cash application
* Processes unmatched payments
* Processes credit card payments which were not “auto cleared”
* Balances daily cash receipts – Bank Reconciliation
* Processes refunds, files AR reports and batches following the retention schedule
* Coordinates with the collection staff to identify un-applied transactions

## Qualifications for collections coordinator

* Ability to create and modify spreadsheets, documents, and emails within MS Office Excel, Word, and Outlook
* Minimum of 3 years of accounting experience is required, preferably in Accounts Receivable and Credit functions
* Must have strong knowledge of Windows, Excel, JDE and ability to run reports and queries
* Excellent oral written communication skills are essential
* Strong knowledge of Excel and Oracle preferred
* Analytical and high level of organization approach