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# Example of Credit & Collection Job Description

Our growing company is searching for experienced candidates for the position of credit & collection. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for credit & collection

* Drives root cause analysis and runs daily management with the team to identify which processes result in manual activities/late payments
* Sets performance KPIs and mentors team to drive them efficiently
* Assist to follow up with the dealer/financing channel and take effective action till collecting the due payment
* Work with sales team & dealer and provide valuable suggestion on daily shipment
* Monthly SOA preparation
* Other relevant tasks assigned by manager
* Make collection calls to assure assigned accounts are kept current and invoices are being paid
* Supervise the activities/day-to-day operations of Medequip Patient Financial Counselors including but not limited to cash posting, adjustment approval, ensure exceptional customer service/satisfaction to all customers, handling patient and insurance phone calls, staffing, work queues, Billing/Collection, eligibility verification, portal management, project management
* Contacts customers to secure payment and resolve billing disputes in a manner that is fair and equitable and maximizes receivable recoveries providing professional and attentive services that preserves the ongoing relationship with each customer
* Review the paper trail for client funding and supporting documentation, ensure funding comply with approved debtor limits and refer to Portfolio Manager / Credit Manager any exceptions or debtor limit issue

## Qualifications for credit & collection

* At least 2-year experience in a similar role, within a multinational company strongly preferred
* Team player, pro-active and flexible
* Ability to work in a fast-paced environment and be able to thrive under pressure
* Proficient in excell
* Fluent German & Polish - candidates with German only should also apply
* RMA procedure experience/AR experience is plus