



Example of Cash Collector Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for a cash collector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for cash collector

- Performing quality checks and review of performed tasks
- Perform monthly and quarterly tasks in line with procedures [payment processing, PO validation, queries handling, reconciliation of bank/vendor payables/t&e/payroll accounts]
- Point of contact for internal and external stakeholders as required [vendors, client]
- Take ownership of timely preparation of all deliverables related to allocated Entities
- Resolve queries, manage incoming and outgoing calls and help investigate issues at hand
- Reconcile sub-ledger and ledger account
- Improving cash across the portfolio at every opportunity by encouraging preferred payment methods and educating customers to improve payment patterns, and minimising overdue debt without compromise to customer satisfaction
- Understanding impact of DSO on overdue debt and delivery to targets and ensure promises made to the customer are kept, with proactive contact where failure is anticipated
- Escalating instances where delays are being experienced in resolving customer issues which could result in late payment of invoices
- Achieving and exceeding targets for overdue debt and work package completion are met consistently, ensuring quality and professionalization is

Qualifications for cash collector

- Experience in OTC area will be an advantage
- Bachelors in accounting/ finance preferred
- C2 level German and advanced English language mandatory, other languages would be a plus
- Excellent Customer relationship skills including strong communication in Italian English, written & verbal competency
- Fluent Danish or Swedish language
- Experience in Finance or Accounting would be a strong asset