



Example of Cash Collector Job Description

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Our company is growing rapidly and is looking to fill the role of cash collector. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for cash collector

- Active communication with customers (inbound and outbound calls, emails)
- Resolving queries on customer accounts to minimize overdue debt, investigating payment discrepancy reason
- Support the preparation of periodic and ad hoc reports for applicable areas as requested by management (cash forecast & analysis)
- Contacts debtors to ascertain payment dates, and check payments received in accordance to agreed terms and conditions
- Deals with customer disputes, ensuring they are updated and closed as appropriate
- Produces ad hoc statements to customers as and when required, or sending other forms of communication, Dunning letters, Legal notifications
- Produce relevant debtor information / reports
- Credit checks possible new customer and vendor account requests or undertaking Ad Hoc Credit Check/risk reviews at the request of the Business Unit
- Deal with External Credit Agencies and/or SFS Credit Warehouse in support of Credit Decisions
- Administer the unblocking of sales orders, in the light of risk assessing of the customer account

Qualifications for cash collector

- Preferred education – Masters degree, Economics / Finance
- Lean Six Sigma – Yellow Belt is preferred

- Advanced communication skills in English and Russian (min
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