



Example of Cash Collector Job Description

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Our innovative and growing company is searching for experienced candidates for the position of cash collector. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for cash collector

- Deal with electronic and hard copy communication received from Customers and Vendors
- Recommend improvements to operational credit risk and collections processes and procedures to ensure optimal use of resources and information and digital technology
- Coordinate legal activities (Letters of Demand, Court documentation etc), for Accouts Receivable and/or HR cases
- Perform other duties as assigned by manager from time to time
- As a Cash Collector with Spanish you will be responsible for correct customer maintenance according to the exception and instructions received prior to invoicing, cooperation with traders and contracts department via mail, entering and verification of the data in the system
- The role holder will be a dedicated Finance Credit Management advisor
- Ensure the full application of company's credit policy through the usage of systems
- Guarantee, according to the company's policies, the fulfilment of cash in targets on monthly and quarterly basis, co-operating with sales people and department claim to remove all potential issues
- Guarantee the proper customer mgt of given portfolio, as per BTGS policies, trough phone contacts, dunning activities and visits to customers with the support of sales people
- Ensure to the management line the needed information to take the decisions

Qualifications for cash collector

- Fluent oral and written English and Portuguese
- Candidate must possess at least a Bachelor's/College Degree, preferably Finance/Accounting/Banking, Business Studies/Administration/Management or equivalent
- 0-1 year of experience in receivable area- preferable in Billing, collection, receivable management
- Fresh Graduates and Career Shifters are welcome to apply
- Good English Communication(verbal & non verbal) Skills
- Basic computer and internet navigation skills