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

Responsibilities for collection analyst

- Assist in providing weekly/ monthly AR reports
- Proactively contact customers concerning collections of past due receivables and determine reasons for non-payment
- Monitors assigned portfolio of customers to mitigate loss exposure by ensuring each assigned customer is in full compliance with their approved credit lines
- Responsible for customer account reconciliation and identifying and tagging disputed items within assigned portfolio
- Support Manager in managing the debt collection team at BASC for Asia Pacific
- Support Manager in personnel recruitment and development, performance review and evaluation and succession plan
- Allocation of personnel resources in assigned team to ensure smooth operation and operational efficiency and effectiveness , definition of and ongoing monitoring of team-internal back up standards, ensure adjustment of defined standards if necessary
- Organize on the regular basis team meetings and team events to improve team performance and promote team spirit
- Support and coordinate with team Specialist in knowledge build up, training organization and process improvement for the team under management
- Responsible for maximizing the timely collection of unpaid customer items(invoices, credit notes, deductions), while minimizing overdue accounts, write offs, and credit holds which could in turn stop sales

- Experience shaping targeting methodology for multiple counter-terrorism and hard targets
- Demonstrated ability to analyze current and emerging intelligence issues related to a variety of topics as well collection strategy development and execution
- Demonstrated experience with Operational Cable Databases such as EMS
- Demonstrated experience with Computer Network Exploitation Analysis tools and data, Digital Forensics Analysis tools experience with Data and Applied Analytical Methodologies
- Must have less than 3 years of relevant experience
- Prior experience with ERP tools and systems (Salesforce and Great Plains a plus)