



Example of Collection Analyst Job Description

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Our company is growing rapidly and is looking for a collection analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for collection analyst

- Responsible for all the monthly reporting of the aged debt within the department, and the communication of this between the US and the local business
- Close cooperation with Customer service and Master Data team
- Verification of Master data requests - customer change
- Balance confirmation with customers
- Support of the team members when needed (as assigned by the supervisor)
- You will lead communication with a key customer portfolio developing trusted relationship
- You will listen carefully to the customer challenges and identify solutions on how to drive payment behavior
- You will advise the Credit Analysts, Sales, Account Management teams on collection risks
- Review monthly aging reports to analyze at risk accounts
- Effectively and efficiently collect on commercial advertising accounts via collection calls, letters and emails

Qualifications for collection analyst

- 12+ years of work experience with a Bachelor's Degree
- At least Bachelor degree in accounting/finance/business, or communication/psychology accomplished with business studies
- Minimum 5 years progressive working experiences with at least 2 years in

- Ability to operate in a fast-paced dynamic environment, multi-task, organize and
- If the applicant has multiple degrees, one of the degrees should be Technical or Scientific in nature
- Ten (10) or more years of professional experience with National and/or DoD ISR systems engineering