



Example of Collection Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of collection analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for collection analyst

- Responds to requests which include researching payments, contractual adjustments, payment arrangements, audits
- Maintains and reviews all invoice reconciliations and ensures any issues are resolved in a timely manner
- Ensures vendor inventories reconcile to SSC systems by completing recons and updating I-Plans and or placements as needed by the end of each month
- Handles inquiries regarding estate and bankruptcy accounts from patients and/or vendors
- Assist with the Medicaid Eligibility vendor reconciliation, as requested. Manages the onboarding and termination process for vendors
- Maintains all agency reports, remits, to meet with the corporate retention schedules
- Handles all calls
- Works CWF Bankruptcy queue to ensure account is flagged as bankrupt and assigned to agency
- Work the agency acknowledgement and close and returns pools or through reports (if applicable)
- Maintains agency reports and invoices within the corporate retention schedule

Qualifications for collection analyst

- Knowledge of advanced search and dissemination with rules and strategies,

creation, OOI query, OOI modification, OOI management, AGI search, virtual file folders, or UIM-approved product holdings search

- Must be fluent (native proficiency) in languages of markets covered - English and Polish
- Business Administration, Accounting, Finance Degree or equivalent
- 1+ years experience in credit, accounting or related field, including experience of reconciliation processes and procedures
- Good technical aptitude and systems acumen
- Experience writing formal deliverables conducting independent research on time-sensitive tasks and providing high-level briefings to a mature audience