



Example of Collection Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of collection. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for collection

- Maintains the discipline of employees on the floor
- Recommends salary increases and other changes in employee's status to the NSC Manager
- Supervision of Credit Controllers
- Update Regional Management weekly on Vital Few customers within assigned portfolio
- Write-offs in co-operation with BA
- Assists with the completion of control, oversight and audit functions by running routine reports to gather standard data and compiling gathered data as directed
- May support and assist more experienced Risk and Compliance Analysts during routine projects and team/leader training
- Weekly account placement
- Enhanced agency reporting
- On-site agency visits and audits

Qualifications for collection

- Engage internal stakeholders and Customer's Accounts Payable (reconciliation and managing disputes related to invoice quality/mismatched)
- Physically onsite visiting to customers to follow up invoices approval twice/three times per week

- Ability to use computer hardware, software, and peripherals related to job responsibilities, including MS Office
- Ability to work in the flexible hours
- Must have minimum one year related experience or training