



Example of Collections Team Leader Job Description

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Our growing company is looking to fill the role of collections team leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for collections team leader

- DSO improvement and management of monthly A/R by Client
- Aging analysis and YoY reduction (30+, 60+ and 90+)
- Meet Monthly cash targets
- Manage US referral portfolio
- Complete Performance Management Reviews on time
- Oversee training of partners and collectors
- Self-directed and passionate about driving results with experience in credit / collections operations (or similar)
- Excellent analytical and problem solving skills - to gain insight and take action from analysing data, largely through using pivot table reports
- Develops and implements strategies to minimize net credit losses by maximization of dollars recovered from written-off accounts (outside collection agency/attorney management)
- Delivers continuously improving year on year expense results by improving processes, increasing productivity, introducing new technologies, and effectively managing vendor relationships

Qualifications for collections team leader

- Bachelor's degree in Finance, Accounting or a related field or 5 years of equivalent work experience
- 5+ years of experience in business to business collections
- 5+ years of experience managing an accounts receivable or collections team

- Proven ability to work effectively with key stakeholders and clients at all organizational levels and departments to achieve desired results