



Example of Collector Job Description

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Our growing company is hiring for a collector. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for collector

- Of insurance and patient receivables
- Communicate internally and externally to resolve customer accounts receivable issues
- Fulfill customer documentation request, invoice copies, proof of delivery, packing slips
- Monitors status of accounts for past due and elevates accordingly within assigned deadlines
- Generate aging reports to determine highest at-risk accounts and create call list
- Make collections calls on past due balances and work with customers to resolve any discrepancies/billing disputes
- Document all actions and calls made and utilize notes to generate reports to provide receivables update to management
- Foster effective team work between the team and cross functional teams
- Identify, assess and inform management of internal and external issues that impact own performance
- Provide single point of contact for customers in designated accounts receivable portfolio assignment

Qualifications for collector

- Knowledge and understanding on financial products in automobile companies

- College training preferred, not required
- Proficient in basic Microsoft Office applications
- 1 year Shared Services Experience is required