



Example of Collector Job Description

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Our innovative and growing company is searching for experienced candidates for the position of collector. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for collector

- Contact customer by phone and/or mail concerning past due accounts
- Keep lenders and manager informed as to seriously delinquent loans and any issues related there to
- Works with other bank staff to ensure appropriate and compliant collections action is effected on seriously delinquent accounts, deficit balances, bankruptcies, repossessions, foreclosures and other collection duties
- Work with outside agencies when necessary to inspect or secure collateral
- Properly secure, inspect and prepare collected assets, for sale or disposal, in a timely manner per bank policy
- Ensuring all relevant systems and data are maintained correctly, timely and efficiently
- Conduct inquiries via phone, mail, fax, or electronically to conduct follow up on the accounts that have not been paid
- Contact patients for additional information needed to get claim paid
- Verify additional information received, update account in billing systems and generate rebills as needed
- Daily review system work-list, reports, and/or ATB to resolve accounts which have not been paid within 30 days of claim submission

Qualifications for collector

- More than year working in your current position
- Must have proficient knowledge/ application skills in Excel

- 1+ year previous Call Center experience required, with a minimum of 2 years in a Collections environment
- 1-2 years 1st party collection experience preferred