

Summary:

We are multidivisional company looking for a candidate who will be responsible to perform a variety of routine clerical duties in accordance with standard procedures to aid in the collection of delinquent accounts. Reports directly to the Director of Credit

Primary Responsibilities:

- Contacting customers for payment via phone and emails
- Generate and send out invoices
- Advise customers of necessary actions and strategies for debt repayment
- Locate and notify customers of delinquent accounts by telephone and email
- Performs limited research in preparation for updating records, such as tracing customer mail
- Verifying the accuracy of invoices and other accounting documents
- keep record or file of credit transactions, deposits, and payments and send letters or confers with customers having delinquent accounts
- Collect, compile, enter and print data using American Contractor software while adhering to deadlines.
- Provide customer services regarding collection issues
- Resolve client discrepancies and short payments
- Responsible for monitoring and maintaining assigned accounts_ customer calls, customer's reconciliations and processing credit memos.
- Enlist the efforts of sales and management when necessary to accelerate the collection process
- Making copies and documentation and filing and archiving
- Mailing out documentation via USPS and courier providers

Education and Experience

- Knowledge of office administration and procedures
- Knowledge of general accounting principals
- Proficient in data entry and time management
- Proficient in Microsoft applications including Excel, Word and Outlook
- Ten-Key Proficiency
- Ability to interact and communicate with people over telephone, often in stressful situations
- Ability to read, sort, check, count and verify numbers

Key Competencies

- An Affinity for calculation and shrewdness with numbers
- Attention to detail and accuracy
- Good verbal and written communication skills
- Information management skills
- Problem analysis and problem solving skills
- Customer services skills
- Organizing and prioritizing
- Confidentiality
- Ability to meet deadlines
- Teamwork

Working Conditions and Physical Effort

- No or very limited exposure to physical risk
- No or very limited physical effort required
- Work is normally performed in a typical interior/office work environment

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Please Email your Resume to: destrada@cell-crete.com