



Collection Specialist

American Direct is a growing organization with more than 25 years of experience providing all-in-one door and access control services from pre-construction and logistics to installation, training and support. We are experts at delivering security solutions at the physical door opening of any building. For more information about our organization please visit: www.americandirectco.com

We are looking for a **Collection Specialist** to join our **Project Accountant** team. American Direct is looking for motivated individuals to help our organization continue its expansion across the country. If you have the experience and qualifications outlined below, we want to hear from you!

Position Overview

The Collections Specialist is responsible for collections of outstanding accounts receivables. Collection Specialist will also be responsible for handling all other aspects of collections - resolving customer billing issues and reducing accounts receivable DSO.

Duties and Responsibilities

- Collection calls and/or correspondence.
- Provide customer service regarding collection issues, process customer credits, review account adjustments, resolve customer discrepancies and short payments.
- Accountable for reducing Days Sales Outstanding (DSO).
- Perform other assigned tasks and duties necessary to support the Project Accountant Department.
- Enlist the efforts of other departments when necessary to accelerate the collection process.
- Communicate and follow up effectively with internal team regarding accounts.
- Establish and maintain effective and cooperative working relationships with both external and internal customers.
- Other duties as assigned

Position Requirements

Required Skills

- Minimum of three years of experience in corporate collections with extensive interaction with large customer base.
- Strong communication, problem solving and analytical skills.
- Ability to work independently as well as with a team to ensure critical tasks are completed with a sense of urgency.
- Candidate will have the ability to develop solid relationships with clients.

Education

- BS Degree in business or related field will be preferred.

Preferred Skills

- Experience in the construction industry with emphasis in the specific fields of Doors, Frames, Hardware and Specialties will be desirable.

EEO/Minorities/Females/Disabled/Veterans

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Physical Setting:

- Office

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Corporate Collections: 3 years (Preferred)

Work Location:

- One location

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