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JOB DESCRIPTION - COLLECTOR

DEPARTMENT: Accounting

JOB TITLE: Collector

REPORTS TO: Controller

PURPOSE: The purpose of this job is to review the status of delinquent accounts for the Company and initiate collection methods to recoup the balance of these delinquent accounts.

JOB DUTIES:

Collection Duties:

- Reviews the status of delinquent accounts and contacts the accounts according to due dates.
- Prepares correspondence for delinquent accounts, documenting past due amounts and payment terms and conditions.
- With the assistance of the Controller, develops repayment terms on delinquent accounts.
- Reviews account and make recommendations for charge-off and assists with the associated reports.
- Prepares UCC filings as well as paperwork for small claims court on accounts past due.
- Contacts legal counsel on collection activities when necessary, and provides legal counsel with any necessary information.
- Prepares reports for management on the status of past due accounts as well as collection activities.

JOB REQUIREMENTS:

1. General accounting knowledge as well as specific knowledge of collection methods and procedures.
2. Knowledge of UCC filing procedures and the ability to initiate repossession methods/techniques.
3. Knowledge of computer systems and ability to input and access a variety of computer data.
4. Ability to work effectively with office personnel and management staff.
5. Knowledge of organizational methods and the ability to manage multiple tasks/projects simultaneously.
6. Ability to maintain a high level of confidentiality related to all duties and responsibilities such as, delinquent account balances, collection proceeding, and other confidential documents/activities.
7. Ability to comply with all work related deadlines.
8. Ability to apply accounting formulas and perform basic and complex mathematical calculations.
9. Ability to communicate effectively both orally and in writing.
10. Ability to remain calm and professional during peak periods of activities.
11. Ability to operate all necessary office equipment required to accomplish job duties such as computers, calculators, and phones, fax machines, etc.
12. Ability to work daily and extended hours as required.
13. Ability to assist in other work related areas as necessary.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	

Standing	Occasional
Sitting	Continuous
Walking	Occasional
Bending/Kneeling/Crouching/Stooping	Occasional
Reaching Above Shoulder	Occasional
Climbing (stairs, ladders, etc.)	Occasional

Working on Heights:

Unprotected Heights	N/A
Protected Heights	N/A

Lifting Weights from 0 to 50 Pounds	Occasional
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Push/Pull/Maneuver Equipment/Products/Materials Weighing from 0 to 50 Pounds	Occasional
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Being Around and/or Operating Moving Machinery/Equipment	N/A
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Operating a Vehicle (as a part of your job)	N/A
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Read/Monitor Gauges on Various Equipment/Machinery	N/A
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Hand Movements:

Recording Data	Occasional
Operating Office Equipment	Frequent
Operating Computer	Frequent
Simple Grasping (right and left)	Occasional
Firm Grasping (right and left)	Occasional
Fine Manipulating (right and left)	Occasional

Foot Movements to Operate Foot Controls	N/A
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Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties	YES
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Color Definition Required:	NO
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Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties	YES
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Mobility: Ability to be mobile throughout required work areas.

Office	Continuous
Multiple Locations	Occasional
Plant	N/A
Equipment/Maintenance or Repair Area	N/A
Rough Terrain	N/A
Other	N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to analyze delinquent accounts, making recommendations on the most advantageous method of collection for the company. Furthermore, this job requires the incumbent to apply good judgement, utilize logical thought processes, and solve collection problems as they arise.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist, including occasional periods of extended computer work and extended hours during peak periods of activity.

TRAINING:

Safety:

Right-to-know
Regular Safety Meetings
Emergency Procedures

Other:

On-the-job training
Employee Handbook

JOB QUALIFICATIONS:

Education: High School Diploma or G.E.D., required. Associate Degree in business or equivalent, preferred.

Experience: A minimum of three (3) years of credit/collection experience, required.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Collector

- YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature