



Rieck Services is looking for a highly motivated, professional, and organized individual for a part-time accounts receivable collection position. The position is represented by the following job description:

Job Description:

Position Title: Accounts Receivables Collection Specialist

Type: Part Time / Hourly

Salary Range: Commiserate with experience

Reporting Relationship: Reports to the Controller

Primary Responsibility:

This position is responsible for accounts receivable collections. Collection activity is predominately for commercial HVACR and Plumbing-related mechanical services. Must be able to collect past due amounts for commercial accounts while maintaining positive customer relationship.

Primary Role:

The Accounts Receivables Collection Specialist primary role is to achieve assigned past due accounts receivable goals:

- Identify accounts and invoices that are overdue
- Contact overdue accounts and determine reason for late payment
- Develop payment plan for customer with approval from controller
- Monitor completion of payment plan
- Answer customer queries
- Record all collection activity
- Make recommendations to management on collection strategies and practices
- Resolve customer issues by investigating problems, developing solutions, preparing reports, and making recommendations to management

Skills and Knowledge:

- Has a successful track record in business to business accounts receivable collections.
- Communicates well, conveying a professional image to our customers.
- Manages administrative tasks efficiently.
- Has excellent business writing and verbal skills with ability to draft professional letters and communications.
- Ability to quickly establish strong relationships and partnerships with existing customers.

Other Duties:

Investigate customer complaints regarding services / products provided. Performs other job-related duties and responsibilities as may be assigned from time to time.

Minimum Qualifications:

- Computer skills a must, i.e., ability to learn and navigate accounting and accounts receivable programs.
- Proficient in Microsoft Office, specifically Excel, and Word.
- Demonstrated problem-solving and negotiating skills.
- Knowledge or experience with HVACR and Plumbing a plus, but not required.
- Excellent oral and written communication skills and computer literacy.

Additional Proficiency Qualifications:

- Valid Driver's License
- Candidates must also complete a satisfactory behavioral profile assessment, drug screen and a satisfactory background check.

Rieck Services is an EEO Employer. Rieck Services is a Drug Free Workplace; therefore, all employment is subject to prior drug screening and random screening thereafter.