# Best plumbing specialties, inc. C:\Users\kkump\Desktop\Important\Images\2013 - Best Logo_196#ABCA8C.jpg

### Job Description Form

| Division/Department | | | Accounting | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Location | | | Corporate Office | | | | |
| Job Title | Collections Associate | | | | | | |
| Reports to | Stephanie Sekulski  Lisa Estes | | | | | Title | Assistant Accounting Manager Accounting Manager |
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| Level/Grade |  | | | Type of position:  Full-time  X Part-time  Contractor  Intern | Hours: Approx 25 / week  Exempt  Nonexempt | | |
|  | | | | | | | |
| General Description | | | | | | | |
| Best Plumbing Specialties sells supplies and materials to maintenance professionals working in Commercial Real Estate, Correctional Facilities, Healthcare, Educational Facilities, Government – Military, Hospitality and Multi-family Housing. Currently, we process in excess of 10,000 transactions per month to these entities as well as make purchases from our hundreds of vendors. The accounting department is an integral part of our continued prosperity.  The Collections Specialist is responsible for working closely with the Accounting Department and the Accounting Manager(s) to monitor and maintain accounts receivable records and accounts. | | | | | | | |
| Essential Duties and responsibilities | | | | | | | |
| * Locate and notify customers of delinquent accounts by telephone, fax, email, or mail and document accounts with contact information and payment status. * Reconcile customer disputes as they pertain to outstanding balances that are due. * Document information about financial status of customers and status of collection efforts. * Establish and maintain effective and cooperative working relationships with customers, accounting associates, and sales representatives. * Assist with preparing the daily deposit. * Perform other duties as assigned by the Accounting Manager(s). | | | | | | | |
| Minimum requirements | | | | | | | |
| * High school diploma * Accounts Receivable and/or Collections knowledge/experience is preferred * Interpersonal and communication skills – the ability to maintain confidentiality and speak clearly and persuasively with others. * Dependability – the individual is consistently at work and on time, follows instructions, and responds to management direction. * Organizational skills – the individual possesses strong attention to detail, is goal oriented and able to balance multiple projects and tasks. * Team player – the individual is able to work in a team environment. * Must be proficient in basic math | | | | | | | |
|  | |  | | | |  |  |

Your signature below states that you have reviewed and understand all essential duties and responsibilities listed and believe them to be accurate and complete. You also agree to follow and adhere to your job description to the best of your ability. Best Plumbing Specialties, Inc. retains the right to change the job description as it deems necessary.

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Signature Date