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Accounts Receivable Collections Specialist

Tropical Aquaculture Products, Inc | Rutland, VT



Tropical Aquaculture Products is looking for a detailed and pro-active Accounts Receivable Collections Specialist who will be responsible for the collection of accounts receivable for assigned clients. This individual will be a member of a cohesive team environment handling a variety of accounts. Must have an eye for detail, excellent communication skills and be able to work with other departments in a professional manner. This is an excellent opportunity to join a growing company with competitive compensation.

Major responsibilities:

- Understand customer infrastructure, processes, and identify appropriate contacts in order to successfully address any internal customer issues impacting timely payment
- Review current account status, get payment commitment and document all relevant information in internal account systems
- **Send reminders to customers who have 30+ days age in Account Receivable**
- Correspond with existing clients to resolve payment issues and set up payment plans when needed
- Verify validity of account discrepancies by obtaining and investigating information from sales, logistics, and from customers.
- Resolves valid or authorized deductions by following company procedures
- Develop and maintain strong working relationships with customers in order to deliver exceptional customer service support. Research any disputed balances or discrepancies until properly resolved.
- **Strictly follow up to collect invalid or unauthorized deductions**
- **Maintain a log of researching results for each incident.**

- **Posting payment/credit memo/debit memo to Accounting software.**
- Protects organization's value by keeping information confidential.
- Complete basic accounting tasks and special projects as assigned

Requirements:

- 3-5 Yrs Collection experience
- Minimum 2-3 years business experience performing account reconciliations
- Problem solving and analyzing information skills
- Must have excellent customer service skills, organizational skills, negotiation skills and Interpersonal communication skills.
- Strong computer skills with a minimum intermediate knowledge of Excel

Locations:

- Rutland, VT or Rockland, ME
- If Rockland, candidate acknowledges there will be a 4 week training period at Vermont office. Candidate should also be familiar with remote networking platforms.

Benefits: Competitive compensation package. Medical, Dental, 401K, vacation. Some benefits subject to applicable eligibility and waiting periods.

To apply for this position please send your Resume and Cover letter to Sharlene Beal

- Email: resumes@eattilapia.com

Posted On: 03/22/18

Closing Date: Open Until Filled

Telecommute: No

Categories: Accounting

Job Type: Regular

Job Status: Full Time

Travel: Up to 25%

Career Level: Mid Level (2-10 years experience)

Minimum Degree: Some College Completed

Pay Type: Annual Salary

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