

We are currently seeking an office professional experienced in Collections and the handling of delinquent accounts who will also be a vital part of our Customer Service Team. We offer a competitive salary and a full benefits package, including Medical and Dental insurance.

Position Purpose:

The ideal candidate will implement and maintain an effective plan for our Business-to-Business Accounts Receivable customers utilizing a proactive approach and be a vital member of our Customer Service Team to help us be the best service organization in our market.

Essential Functions:

Business-to-Business Accounts Receivables collections and correspondence

Occasional collections related to residential customers

Answer phones; take service calls; route incoming calls to appropriate individuals

Duties Include:

Auditing Customer Accounts

Maintaining good customer relationships with our clientele

Contacting past-due customers, setting up payment plans/schedules, and encouraging on-time payments

Fielding customer complaints and inquiries related to invoicing and researching background with appropriate personnel

Providing copies of invoices/documentation to customers as needed

Performing Background Credit Checks on new commercial customers to determine credit worthiness

Reviewing terms of sales, service, or credit contracts in terms of effects on Accounts Receivables

Posting customer payments and recording customer financial status information

Assisting in answering multiple phone lines and routing calls to appropriate individuals

Assisting business and residential clientele with service and directing their questions and concerns to the correct party

Greeting visitors in a professional manner

Sorting and distribution of incoming mail

Working with Sales Department in creation and delivery of the Marketing Materials to our clientele

Scanning documents into a database according to file structure and layout

Classifying and recording data into the computer to ensure updated financial records .

Entering Data accurately, and in a timely manner

Performing data processing duties and general typing when needed

Essential Functions:

Basic knowledge of general office equipment

Ability to work cooperatively as part of a team

Effective communicator with excellent written and verbal skills

Excellent interpersonal skills and the ability to work with diverse groups of people

Attention to detail a must

Dependability AND Professional Work Ethics are a must!

Must be computer proficient (i.e. MS Office)

Must pass a Pre-Employment Drug Test

Must pass the Background Check

Education Required - The knowledge, skills, and abilities typically acquired through the completion of a high school diploma and/or GED

Years of Relevant Work Experience - 1

Certificates/Licenses – None / Valid Drivers License

Physical Job Requirements - Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles. Capability to lift up to 50 pounds.

American Mechanical Group is an Equal Opportunity Employer, m/f/d/v.

Join our team and enjoy outstanding compensation and benefits. **No relocation or sponsored visas will be considered.**