

Accounts Receivable/Collections Specialist

Prime Holdings Insurance Services, Inc. – Sandy, UT

- **Job Description**

Our departments key focus is to quickly and efficiently mitigate risk and exposure to the company through timely collections and cancellations. We are looking for a team member who is up for a challenge and is willing to invest the time it takes to gain a complete understanding.

- **Responsibilities and Duties**

- Performs collection calls to businesses and individuals on past due receivables using an aging team member manually pulls and manipulates in Excel.
- Produces accurate up to date documentation to the customer or a third party.
- Negotiates win-win solutions in order to get paid.
- Uses excellent customer service and professionalism.
- Creates professional letters and statements using Excel and Word.
- Views and makes entries in multiple systems.
- Answers calls as a member of a phone group.
- Cross train and backup for the day to day posting of invoices, payments and check batches.
- Creates and processes transaction batches and cash batches within companies and across companies.
- Works independently as well as functions as part of the team.

- **Qualifications and Skills**

- Some college level courses and/or equivalent experience in this field.
- Minimum 3 years work experience.
- Mathematical aptitude and basic accounting (credits and debits).
- Active knowledge of Excel functions and applications.
- Experience with diverse and intricate accounting software.
- Ability to work in multiple systems at the same time.
- Demonstrates strong organization and is able to multi task in a fast pace environment.
- Excellent analytical skills.
- Excellent communication skills: verbal and written.
- Active knowledge of all forms of payment and bank deposits types (credit card, ACH, etc).
- A goal oriented “will do” positive attitude with 5 star approach to customer service.
- Spanish language skills are a plus.

- **Benefits**

- Prime Insurance Company offers well above average benefits (Including matching 401(k), medical, dental and vision) to well qualified, committed candidates.

- Job Type: Full-time. Schedule 9:00 am to 6:00 pm Mountain