



WestStar Group Recruiting is currently searching for a qualified Collections Representative for a client in Rhode Island. This individual will be part of a small close-knit group of employees. The position will be fast paced and for someone with exceptional communication, organizational and MS Office skills. The Collection Representative will handle annual billing of approximately 30M, ensuring the customers remain current. This is an opportunity for an individual with initiative, drive, is solutions oriented, creative and motivated.

Job Responsibilities:

- Oversee the day-to-day process of collections
- Identify accounts with overdue billing and contact them for payment
- Negotiate and follow-up on payment plans when necessary
- Document and follow-up on all interactions with customers
- Process customer payments
- Reconcile disputed invoices and identify accounts requiring adjustments and refunds when appropriate
- Reconcile returned invoices
- Work with field employees when customer issues arise
- Provide reports to Controller

This company offers a competitive salary and contributes to a Simple IRA