

Credit and Collections Specialist Needed for Boulder Corporate Office

Immediate opening for a Credit and Collections Specialist in Boulder. The Credit and Collections Specialist will be responsible for all administrative functions of the department as well as collections for all government agencies, cities, schools, including universities and colleges as well as all religious organizations and specialty groups. The Credit and Collections Specialist will assist the Credit Manager monitoring collection accounts for 8 printing plants. The Credit and Collections Specialist may assist in other accounting areas as needed in the company.

Details:

- Collections calls to delinquent accounts.
- Monitor aged receivable accounts
- Daily Cash Receipts, preparation and data entry
- Prepare credit and debit adjustments
- Monitor and process ACH payments, Payment to Release and Prepayment accounts
- Assist production plants with monitoring COD accounts
- Some travel will be required in state as well as possible, occasional out of state travel
- Prepare legal suit documents
- Maintain customer credit files
- Prepare accounts reports and reconciliations as needed
- Administrative support duties will equal 70% and collection duties 30%. This will vary depending on time of month and collection efforts needed.
- Assist Credit Manager

Qualifications:

- Requires a High School Diploma and 5 years of general accounting experience
- Minimum of 2 years of credit and collections experience
- Candidate must have working knowledge of receivables
- Candidate must have strong customer service skills
- Excellent verbal and written communication skills
- Beginner to intermediate level of MS Excel skills necessary
- Experience with Great Plains a plus but not required
- Spanish speaking is ideal but not required
- Ability to work with all levels of employees and company management

The ideal candidate will be a self-starter with an attention to detail. Should be an organized person, multi-tasker and able to work in a fast paced, stressful environment. Also should be professional and make sensible and reasonable decisions.

Please email cover letter and resume to CR@signatureoffset.com or fax to 303.447.0985.