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# Accounts Receivable/Collections Specialist

Prime Holdings Insurance Services, Inc. – Sandy, UT

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## Job Description

The key strategy in the A/R department is to quickly and efficiently mitigate risk and exposure to the company through timely collections and cancellations.

## Responsibilities and Duties

- Perform collection calls to businesses and individuals on past due receivables using an aging they manually pull and manipulate
- Produce accurate up to date documentation to the customer or a third party
- Negotiate win-win solutions in order to get paid
- Excellent customer service and professionalism
- Create professional letters and statements using Excel and Word
- Possess the ability to work in multiple systems
- Be a member of a phone group
- Cross train and backup the day to day posting of invoices, payments and check batches
- Process movements creating credit and debit batches within a company
- work independently as well as function as part of the team

## Qualifications and Skills

- Some college level courses and/or equivalent experience in this field
- Minimum 3 years work experience.
- 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 “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