

Collections Manager



BAC Group of Companies invites applications for the position of **Collections Manager**. This position reports to the CFO/Controller and oversees and streamlines the collections process and manages related accounting duties. The individual should have full knowledge and understanding of Bermuda Collection procedures and regulations.

Duties and Responsibilities:

- Help to identify, communicate, and implement collections process
- Oversee and streamline the collections processes
- Prepare and review accounts receivable aged history reports
- Prepare and distribute monthly account statements to customers
- Review and resolve any unapplied cash, duplicate payments, overpayments, and refund requests
- Prepare, analyse and summarise reporting and presentations for collection and operating effectiveness accurately and timely
- Report to (CFO/Controller) any and all accounts that need to be written off to bad debt
- Place direct phone calls and emails to customers that are past due
- Take customer calls and emails concerning billing, services rendered or complaints
- Assist with special projects and perform additional tasks as required

Required Qualifications and Experience:

- At least 3 years of collections management experience
- Experience in negotiating to a successful outcome
- Bachelor's degree in Business Administration, Accounting, Finance, or related field
- Full knowledge and understanding of Bermuda Collection procedures and regulations
- Strong attention to detail, accuracy, flexibility, organisational and interpersonal skills
- Proficiency in Microsoft Office applications such as Excel, Word and Outlook
- Exposure to Dynamics GP ERP Software would be considered an asset
- Ability to work in a fast-paced environment and handle multiple tasks
- Ability to communicate effectively, in both written and verbal formats, with senior executive-level leaders
- Highly ethical and able to maintain confidentiality
- Ability to set and manage priorities

Closing Date: Monday 23 July, 2018

All applications should be submitted in writing with a resume and references to:

Expertise Limited

2nd Floor Mintflower Place

8 Par-la-Ville Road, Hamilton, HM 08, Bermuda

Tel: (441) 296-0336

jobs@expertise.bm • www.bac.bm