

# We Are Hiring A Collections Officer

Are you detail-oriented with a strong background in accounting and customer service? We are seeking a **Collections Officer** to join our team and play a key role in managing customer accounts and ensuring timely payments.

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## Key Responsibilities

- Ensure timely collection of customer payments.
  - Monitor accounts and follow up on overdue invoices.
  - Maintain positive customer relations and resolve account-related issues.
  - Respond to customer queries via phone and email in a professional manner.
  - Prepare and issue documents related to customer accounts.
  - Accurately post customer payments (cheques, debit, and credit cards).
  - Write and issue receipts and post all receipts to customer accounts.
  - Upload service reports and maintain proper documentation.
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## Requirements

- Diploma or Degree in Accounting, Finance, or a related field.
  - Proven experience in accounting or collections.
  - Proficiency in **QuickBooks** is required.
  - Strong understanding of accounting principles and financial processes.
  - Excellent communication and problem-solving skills.
  - Strong attention to detail and organizational abilities.
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## What We're Looking For

- A proactive and reliable individual.
- Ability to work independently and meet deadlines.
- Strong customer service mindset with the ability to handle sensitive situations professionally.