

**Collections Specialist**

Our company, Outerstuff LLC, is seeking an experienced Collections Specialist with a solid history of collection results with retailers ranging from major department stores to single door shops. Applicant should also have experience in cash application and chargeback resolution. Apparel industry and factoring background a plus. Applicants must be assertive, self-motivated with great verbal and written communication skills

**Responsibilities include but are not limited to:**

* Oversee invoice collections for USA regions (Factored)
* Investigate and resolve open invoice disputes
* Responsible for Invoice collections of non-factor house accounts (USA/Mexico)
* Send final demand notices and place accounts for outside collections
* Post and apply cash receipts (checks, wires, credit cards)
* Process credit card charges on Chase Credit Card Portal (prepays and manual charges)
* Provide paperwork with chargebacks to AR Department
* Chargeback invoices from factor for all direct payments
* Maintain cash receipt paperwork files/log and balance with finance
* Provide payment status information to management upon request
* Prepare bank deposits

**Requirements:**

* 2+ years of Invoice collections and/or cash application
* Factor experience needed to work with invoice collectors
* Experience in Exenta or Blue Cherry
* Proficient in Microsoft Office, Excel and Word
* Ability to work independently or in a team environment
* Demonstrate a high-level of integrity and strong work ethics
* Excellent interpersonal, communication and analytical skills needed to be able to communicate with sales team and customers regularly
* Bilingual English/Spanish is a plus for communicating with some of the house accounts in Latin America Regions
* Self-starter, independent thinker and a team player with a positive can-do attitude
* An outgoing, professional and strong personality
* Strong problem solving and follow-up skills
* Understands the art of negotiation