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## Job Description: Collections Administrative Assistant

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### Collections Department

**Supervisor:** Collections Supervisor

**Revised:** 4/15/14

**Status:** FTE

**Approved:**

**FLSA:** Non-Exempt

**Position Summary:** This position is responsible for assisting the Collections Department management team with the effective running of the department through accurate compilation and reporting of routine reports and timely completion of assigned special projects.

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### Essential Duties & Responsibilities

- Assisting the Collection Department management staff with administrative functions, both routine and special projects.
- Compilation of information for routine and special reports, primarily responsible for the initial preparation and information gathering
- Provide clear, concise, and professional communication with all business partners. Excellent written and verbal skills
- Perform data entry duties as specified by Collection Department management staff
- Participates in special projects as assigned by department management
- Self-motivated and ability to adapt to a fast-paced, high volume production environment
- Strong organizational skills and the ability to prioritize duties
- Conforms with and abides by all regulations, policies, work procedures, and instructions to perform any other job-related duties requested by any person authorized to give instructions or assignments.
- Conforms with all safety rules and use all appropriate safety equipment
- Performs all other related duties incidental to the work described herein

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### Accountability

Must be detailed oriented, possess strong organizational and interpersonal skills, self-motivated, goal oriented and work well under pressure.

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### **Qualification/Requirements**

**Education Requirement:** High School / GED diploma

**Related Experience:** 1-2 year(s) of business administrative experience desired

**Computer Equipment and Software Requirements:** Working knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.), Microsoft Outlook (email, calendar, etc.) and using the internet.

### **Disclaimer & Acknowledgment**

This job description is intended to indicate the kinds of responsibilities and levels of difficulty required of the employee(s) in this position and in no way states or implies that these are the only duties to be performed by the employee(s) in this position, nor does it restrict management's right to assign or direct responsibilities to this position at any time.

All duties and responsibilities are essential job functions and requirements and are subject to possible modification at any time due to reasonable accommodation or other reasons. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.