

Accounts Receivable Collections Specialist

Great Plains Transportation Services, Inc. - Fairmont, MN

Great Plains Transportation Services, Inc. is a privately owned company that has been helping trucking companies thrive since 1995, by combining knowledge of trucking as well as financial management. As a growing and fast-paced factoring company we are seeking an organized, self-motivated team player. The Accounts Receivable Collections Specialist is a highly motivated individual who is responsible for performing collection activity on outstanding accounts receivable utilizing our specialized software system. This position is also responsible for verifying the receipt of accounts receivable invoices and letters of assignment.

Job Duties-

- Perform collection calls on outstanding accounts receivable.
- Conduct email correspondence on accounts receivable.
- Verify by email and phone the receipt of accounts receivable invoices and letters of assignment.
- Provide excellent customer service
- Data Entry
- Answering phones
- Perform other duties, tasks, and/or projects as assigned.

Job Requirements-

- Experience in accounts receivable collections (2 years preferred)
- Associates degree in related field preferred (finance, business admin, accounting, etc)
- Must be proficient and accurate with data entry.
- Strong computer skills with MS Office applications (Word, Excel, etc.)
- Ability to operate a telephone, fax machine, calculator, and computer proficiently.
- Proven customer service and interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to work effectively in a team environment and demonstrate team building attitude and skills.
- Ability to maintain confidential information.
- Ability to initiate, organize, and prioritize workload.
- Dependable attendance.

Great Plains Transportation Services offers great benefits including:

- Health Insurance
- Disability Insurance
- 401(k)
- Paid Vacation & Holidays

****This position is full-time and located in Fairmont, MN****

