



Alanna Schorr Cole | Director of Human Resources  
P: (714) 912-2659 | F: (714) 705-6631  
acole@quickbridgefunding.com  
www.quickbridgefunding.com

**POSITION:** Collector

**REPORTS TO:** Vice President, Portfolio Servicing

**OVERVIEW:** Quick Bridge Funding was created to provide businesses of all sizes the capital they need, when that need arises. We have found an innovative way to understand your unique business and determine a structure that best fits your needs. The position of Collector is responsible for collections of outstanding accounts and all other aspects of collections including resolution of customer billing issues and reducing accounts receivable delinquency.

**CORE JOB RESPONSIBILITIES:**

- Researches and analyzes accounts prior to initiating debtor contact, examines historical data, evaluates past collection efforts.
- Determines most effective and economical means of collection for each account; applies standard due diligence practices to collect monies owed; composes correspondence requiring knowledge of procedures and practices in collections and also sends a variety of standard collection letters.
- Maintains files on all past due accounts, documenting details of methods utilized to secure payments.
- Contacts customer and establishes reason for past due account situation; makes arrangements for payments to bring account current and follows up to ensure obligation is satisfied.
- Advises debtor with past due accounts of proper payment schedules and the principles of credit and credit standings.
- Provides financial counseling to discuss and resolve the debt situation; restructures or revises payment terms within well-established limits and procedures; recommends hardship or other deferments when appropriate to supervisor.
- Applies payments received to proper accounts, keeping accurate accounting records of each transaction; reconciles records with computer reports, makes necessary adjustments or corrections.
- Compiles information and prepares a variety of reports on collection activities for supervisor
- Recommends accounts to be turned over to collection agencies or for litigation; prepares report of historical data to substantiate action to be taken.

**QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree preferred but not required with proven work related experience.
- Minimum of 2 yrs collection experience preferred, not required.
- Proficiency in Microsoft Office including Outlook, Excel and Word.
- Excellent interpersonal, communication and problem solving skills