

## **Collections Specialist**

**Type:** Permanent - Full Time

**Location:** Bogotá, Colombia

### **Description:**

EquipNet Finance Department seeks a Collections Specialist to help follow up on unpaid customer balances. This is mainly for US based sales, but the Collections Specialist will also monitor collection status for invoices within other geographies.

### **Job Duties:**

- Monitor the company's account receivables for all entities and identify overdue transactions.
- Work with Finance and Sales Reps to credit unpaid invoices
- Contact customers with overdue accounts and attempt to collect the overdue amount
- Maintain records of contacts and attempted contacts with delinquent account customers as well as records of any payments collected from the customers
- Submit regular reports on the status of unpaid accounts and any repayment progress
- Help with other projects in Finance Department as time permits.

### **Requirements:**

- Bachelor's degree in business administration, or finance related fields
- 2 years of collections experience
- English fluency or Advanced C1-C2
- Excellent verbal and written communication skills in English and Spanish
- Great organizational skills and attention to detail
- Intermediate or Advanced Excel skills
- Negotiating and problem-solving skills

### **Contact:**

Email Resume to: [Human Resources – Finance](#)