

# Accounts Receivable/Collections Specialist for Equine Hospital

We currently have an immediate opening in our office. The right candidate for this job must have a strong customer service background and **equine experience**.

**\*Previous Accounts Receivable Experience *a must***

**\*Collections Law Preferred**

Responsibilities include, but are not limited to:

\*Processing Phone Payments

\*Taking Payments for In-House Patients

\*Assist Clients with Billing Questions

\*Collections at Time of Service and Follow-up Collections

\*Develop and Maintain Metrics & Reports for the Past Due Accounts

\* Build Relationships with Clients and Merge Payment Plans