



**Title: Collections Analyst (Part-Time)**

**Reporting To: Manager, Receivables, Invoicing & Collections**

**Location: Osterville, MA**

### **Collections Analyst (Part-Time)**

Beers Enterprises, LLC (*"The Switch"*) founded in 1991, is the largest privately held video solutions service provider in North America. *The Switch* is recognized as the industry leading pioneer of video solution services through our innovative fiber optic network and currently provides advanced video switching and local fiber circuit services, scalable Ethernet, and *Home Runs* remote production via its *Five Nines Service* across the United States, United Kingdom, and Canada. *The Switch* was recently awarded a U.S. system patent for customer-controlled video data content delivery, the 2013 New Bay Media Product Innovation Award for Switch-IT, and the 2012 Broadcast Engineering Excellence Award for Network Automation. The Switch has experienced explosive growth and offers a fast paced and dynamic work environment with a focus on exceeding both individual and team expectations. Our customers demand "Unparalleled Quality" and *FiveNines* reliability from our network and it is our corporate responsibility to satisfy their expectations by continuing our expansion in services and network reach, while remaining cost effective.

Learn more about us at: [www.theswitch.tv](http://www.theswitch.tv).

*The Switch* is seeking a part-time Collections Analyst to join our team who will be responsible for, but not limited to overseeing account collections of funds owed to the Company from customers.

#### **Principal Responsibilities:**

- Research account disputes and billing discrepancies.
- Work directly with Finance team to ensure that collections activities are handled in a timely manner.
- Contact customers regarding overdue accounts, access reasons for non-payment, and obtain commitments.
- Recommend ways to enhance performance and increase monthly collections.
- Secure commitments, monitor overdue accounts, and work towards successful resolution of past due funds.
- Maintain daily log of collection activities.
- Send out monthly statements/notices to customers with overdue accounts.
- Identify, document and recommend delinquent accounts requiring external collection efforts to the Management team.
- Prepare, review and analyze Accounts Receivable aging reports.
- Meet collection targets as defined by Finance department.
- Follow the procedures and protocol established by the Company.
- Establish strong business relationships.
- Maintain open lines of communication with internal/external departments in order to provide customer satisfaction.

- Ensure compliance with all federal and state laws.
- Complete accounting and finance related projects as requested by Supervisor.

**Required Skills:**

- Bachelor's Degree in Business, Accounting or Finance preferred.
- 3+ years Collections experience preferred.
- Prior NetSuite experience is a plus.
- Experience in Telecommunications accounting is preferred.
- Knowledge of the U.S. collection regulations.
- Strong computer aptitude and advanced proficiency in Excel required.
- Outstanding attention to detail and ability to work quickly and efficiently in a fast paced and challenging environment.
- Ability to meet assigned and tight deadlines.
- Strong problem solving and analysis skills.
- Self-motivated with excellent verbal and written communication skills.
- Excellent organizational and critical thinking skills as well as interpersonal skills required to work with a team environment.

**Schedule and Compensation:**

- Part-Time
- Competitive Hourly Rate

Please send resumes via email to [hr@theswitch.tv](mailto:hr@theswitch.tv). No phone calls, please.