

# brownrudnick

**Job Title:** Collections Analyst  
**Department:** Finance  
**Reports to:** Business Relations Manager/Billing Supervisor  
**Office:** Boston or New York  
**Status:** Exempt

## **Position Summary:**

Brown Rudnick has an immediate opening for a Collections Analyst in the Finance Department of the Boston or New York office. This position will be responsible for assisting attorneys in the collection of unpaid accounts receivable and providing them with guidance on effective collection methods. They will work closely with the Business Relations Manager and Billing Supervisor to ensure accounts are properly managed and monitored to avoid delinquencies. They will establish ongoing relationships with clients.

## **Responsibilities:**

- Assists in the collection of delinquent accounts.
- Prepares and reviews monthly collection reports.
- Prepares supporting documentation for the collection of delinquent accounts.
- Develops working relationships with assigned billing attorneys in order to assist attorneys managing their business portfolio and promote the importance of year round collection practices.
- At the direction of the Business Relations Manager, works with billing attorneys to discuss delinquent accounts, places collection calls to clients with overdue receivables and sets up payment plans where necessary, including negotiating payment plans.
- Maintains collection files and records.
- Assumes additional responsibilities as requested.

## **Qualifications:**

- 3 - 4 years of collection experience required in a professional services environment. Law firm preferred.
- Strong organizational skills and attention to detail.
- Outstanding problem solving skills and a high degree of confidence and professional maturity.
- Able to communicate verbally and in writing in a clear, concise and professional manner.
- Demonstrated ability to professionally interact with attorneys, staff, and co-workers within the firm as well as with clients.
- Must be self-directed and able to thrive in a busy, time-sensitive environment.
- Expertise with Microsoft Word and Excel as well as Elite preferred.

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- Must be self-motivated, a fast learner, dedicated to producing quality work and bringing assigned tasks and projects to completion.
- Bachelor's degree preferred or equivalent experience.

***Brown Rudnick is an Equal Opportunity Employer***

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