



Collection Assistant

KWA is currently looking for highly motivated collection assistant who enjoy working in a progressive-minded value-driven organization. We are looking for candidates with excellent organization and communications skills who are goal-oriented. Have the ability to prioritize conflicting demands, takes initiative, outstanding interpersonal skills with the ability to work in a group and independently with a multitude of personalities. The primary responsibility is providing administrative support to the collections department. Some of the responsibilities of a collection assistant include.

- Lawsuit Approvals
- Closure Approvals (share w/ Collection Supervisor)
- Wisconsin Garns
- Pull & share reports
- Update collection goals on board
- Report daily attendance to Receptionists
- Monitor/Audit User Status List for compliance
- New file assignment from ADD
- Collection Issues Inbox
- Collection Meeting notes, sign-in sheet
- Payment Review - Stat Pmts / BA Pmts
- Collection Assistant Review – Specific debtor mail, i.e., returned stats, VOD requests
- Out of State Exemplified Transfers
- Email Schools for Docs
- Contest – Winner determination/drawing, prize distribution, design new contest
- Collector Goals – have IT update per Collection Manager for new month
- Client Goals – Track goals for specific clients, email to collectors and management on a weekly basis, and at EOM
- Other duties as determined by management

MISC

- Regular, dependable attendance and punctuality with reliable transportation.
- Good computer skills, and typing skills are needed.
- Hours 8:00am -5:00pm M-F with the ability to flex your schedule.
- Casual dress
- Paid time off (PTO): 1st year 2 weeks, 2nd year 3 weeks with a max of 5 weeks.
- 9 paid holidays
- Earn incentives through monthly contests.

Great work environment and attractive benefits package including health, FSA, HSA, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.