



Accounts Receivable Collection Specialist

Garden Design, Inc. is seeking an experienced Collections Specialist to join our employee-owned team. This position requires you to work directly with all teams within the company and partners. The Collections Specialist is responsible for collections of outstanding accounts receivable from builders and clients and reducing accounts receivable delinquency. This position will report to the Controller

Primary Duties & Responsibilities:

- Review open accounts for collection
- Make outbound collection calls in a professional manner while improving customer relations.
- Resolves client/ builder collection and billing problems and works directly with accounts receivables in a professional and efficient manner.
- Identify and rectify issues attributing to account delinquency. Professionally escalate to management when necessary.
- Provide courteous and timely follow-up on payment arrangements.
- Going to partner corporate and region offices for onsite visits with partners to discuss and resolve collection matters.
- Send correspondence (email, fax, certified mail, etc.) to customers to encourage payment of delinquent accounts.
- Other duties / projects as assigned.

Education, Experience & Requirements

- Minimum 5 year's experience in accounting preferably within collections
- Ability to effectively communicate with fellow associates, management, partners and clients.
- Critical thinker with the ability to work both independently and in a team environment.
- Proficient with MS Office Suite and Quickbooks.
- Ability to handle multiple priorities.
- Strong attention to detail, accuracy and staying organized.
- Able to function successfully within a multi-task environment

Garden Design Offers:

- Competitive Compensation Package
- Profit Sharing Program
- Employee Ownership (100% ESOP)
- 401K
- PTO
- Health & Dental Insurance

About Garden Design, Inc.:

Garden Design, Inc. is a full-service landscape and outdoor living company in Dallas, Houston, San Antonio and Austin. Founded in 1993 in Dallas, Texas, Garden Design has been transforming residential and commercial landscapes and outdoor living areas with our passionate and award-winning group of landscape designers, landscape and construction professionals.

Garden Design is 100% Employee-Owned. The Garden Design Employee Stock Ownership Plan (ESOP) is an employee benefit which provides company stock exclusively to associates of the Garden Design.

For more information on Garden Design, Inc., visit GardenDesignLandscaping.com

Job Type: Full-time

Salary: \$40,000.00 to \$50,000.00 /year

Experience:

- Collections: 5 years (Preferred)

Work authorization:

- United States (Required)

Work Location:

- One location

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Flexible schedule

Schedule:

- Monday to Friday