

At Pioneer Valley Credit Union, we create an environment where open communication and mutual respect are valued. As we continue to advance in introducing new technologies to our members to satisfy their financial needs and offer modern conveniences for today's discerning consumer. Our employees are committed to a strong set of values and member service philosophy, dating back to the opening of our doors in 1923.

Our competitive and generous benefits include paid vacation and sick leave, medical, vision and dental benefits, short-term and long-term disability coverage, company paid life insurance, 401K with match, paid holidays, and a family-friendly environment. Our total compensation and total benefits are highly competitive within the industry.

We strive to add value to our members' lives by providing them with fast, easy and convenient service. *The Credit Union Philosophy of "People Helping People" is and will always be our main priority.*

Job Title: Accounts Receivable Specialist

This is a full-time, Monday – Friday, hourly position that affords opportunities for growth in the field of accounting and the opportunity to work alongside leadership.

We are recruiting an Accounts Receivable Specialist to effectively collect past due debt. You will be performing general ledger entries, reconciliation, month-end process and ensuring maintenance schedules are up to date.

Role Responsibilities

Monitor accounts to identify overdue payments. Maintain contact with debtors associated with overdue deposit accounts. Attempt to cure delinquency by assisting debtors with payment arrangements. Produce collections letters to members based on delinquency status. Recover funds owed to the Credit Union through all legal, voluntary, and involuntary means. Follow up daily on broken payment arrangements. Investigate and collect returned checks. Update account status records and collection efforts and report on collection activities. Review and recommend negative accounts to be charged off. Process Charge off negative accounts and prepare month end charge off accounts and report to appropriate agencies. Review system alerts and notifications and maintain accounts as necessary. Review and process repayment loans as needed for delinquent negative accounts.

Post, reconcile and maintain general ledger accounts in relation to the on-going activities of the Credit Union. Post general ledger adjustments and reconcile daily accounts. Perform assigned general ledger month end closing process. Back-up for Daily processing, Weekly Recons, Fixed Assets, Prepaid and Month end closing. Assist in performing periodic financial statements and provide status of financial condition of the Credit Union by collecting, interpreting, and reporting key financial data. Assist in preparing monthly, quarterly, and yearly reports. Process adjustment and corrections in the computer system. Research and resolve accounting errors and support year end closing process.

Oversees building and grounds maintenance. Receive, manage, and process facilities maintenance requests; ensures problems are resolved. Implements preventive maintenance schedules for buildings

and equipment. Monitor and maintain current inventory levels including ordering, receiving, storing, and issuing supplies to departments. Perform other duties as assigned.

Achievements

- An associates degree in finance and/or accounting or an equivalent combination of education and experience.
- You have been involved with debt collection or accounts receivable role preferred.
- Proven experience in banking and/or financial services.
- You excel with problem-solving, strong decision-making and analytical skills.
- You have proven organizational and time management skills.
- You are sensitive with time when processing daily deadlines.
- You are able to work with little supervision while performing duties.
- Worked directly with management to clearly articulate analytical findings.
- You are courteous, tactful, and diplomatic on the job.
- Strong communication, presentation and interpersonal skills with members, management, and vendors, etc.

Pioneer Valley Credit Union is an Equal Opportunity Employer. We are committed to building an inclusive and diverse workforce.

Please send resumes to HumanResources@pvcu.org