

## Senior Receivables Coordinator

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organizations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We provide our clients with the insight to focus resources and ensure they are prepared to resolve the issues and crises that occur in any ambitious global organization.

We go beyond problem-solving and give our clients the insight and intelligence they need to realize opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

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### Our people

Working with our clients, our people are given direct responsibility, career development and the opportunity to work collaboratively on fascinating projects in a rewarding and inclusive global environment.

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### Location

Houston

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### Engagement

Full-time

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### Department

Finance

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### Manager

VP Finance, Americas (solid line), Compliance, Forensics and Intelligence Sr. Partner (dotted line)

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### Job Purpose

We are looking for a Senior Accounts Receivable Coordinator to assist with the collections efforts for our accounts receivable portfolio. The coordinator will be responsible for identifying delinquent accounts that will require collection efforts as well as implementing the collections process. The coordinator will interact regularly with internal departments as well as external clients to ensure the most effective process is followed.

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### Tasks and responsibilities

- ▶ Assist in the accounts receivable, credit and collections process for clients managed out of the United States
- ▶ Identify client points of contact
- ▶ Contact clients directly to collect outstanding payments
- ▶ Follow up with clients via telephone calls and emails

- ▶ Maintain detailed progress notes and set follow up reminders
- ▶ Continuously update the business as to progress in the collections efforts
- ▶ Work closely with the billing team to provide updated client invoicing requirements
- ▶ Update and maintain client data in internal systems
- ▶ Liaise with internal departments to communicate and support the collections efforts
- ▶ Identify opportunities to improve the customer service experience and process efficiency
- ▶ Provide client-centric data to senior management on a regular basis
- ▶ Prepare financial schedules for external clients
- ▶ Identify issues and with clients and internal departments to resolve
- ▶ Analyze trends, identify issues and make recommendations
- ▶ Highlight and escalate issues to management for resolution

**Knowledge and experience**

**Essential**

- ▶ Fluent Spanish and English, written and spoken
- ▶ 5+ years of experience in collections in a professional services industry
- ▶ Experience supporting the accounts receivable process for a multinational company
- ▶ Experience working with foreign clients/colleagues Preferred
- ▶ Experience working in collections targeting law firms

**Qualifications and specialist skills**

- ▶ Advanced knowledge of accounting and finance processes
- ▶ MS Excel
- ▶ MS Dynamics, MS D365 or other ERM systems

**Behaviors**

All employees are expected to display behaviors reflective of our company values: Integrity and Ethics, Collaboration and Teamwork, Commitment to People and Professionalism and Excellence.

**How to apply**

If your qualifications, experience and aspirations match our requirements, please email a cover letter and CV to:

[Americas.Recruitment@controlrisks.com](mailto:Americas.Recruitment@controlrisks.com)