



**About elements:**

We are placemakers, looking for a Credit and Collections Specialists to be part of a passionate team that creates places that inspire and energize our employees and clients. Headquartered in Denver Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our employees and our clients.

**Job Summary**

The credit & collections specialist will perform day-to-day collection activities, process incoming credit applications for new customers and post incoming payments to customer accounts.

**Essential Functions**

- Work with sales and operations staff to solve problems preventing customer payment
- Daily cash posting to customer accounts to ensure accuracy, and maximize cash flow
- Respond to sales and customer inquiries regarding invoicing status and payments
- Proactive collection calls/ correspondence with customers including consistent follow up.
- Documenting collection activities on customer accounts
- Processing and organizing new customer credit files for manager review
- Creating certain AR related reports regularly
- New vendor setup
- Other duties as assigned

**Required Skills/Abilities**

- Ability to work in a team environment
- Some accounting/finance knowledge and experience
- Microsoft Excel familiarity
- Ability to communicate effectively with customer and sales to resolve collection issues
- Willingness to be developed through continuing education



## **Education and Experience**

- 1-2 years in B2B credit and collections/accounting/finance
- Construction experience a plus

## **Environment**

- This is primarily an in-office position

**This position is:** Full-Time/Non- Exempt

## **Salary Range:**

- \$45,500-\$55,000 Annually

## **Employee Benefits & Perks**

- 3 Weeks of paid time off for full time employees, including paid time off to volunteer
- Employee health, dental, and vision insurance, including FSA and HSA programs
- Life and disability Insurance
- 401K plan, with access to financial planning & financial wellness programs
- Subsidized parking, employee recognition and annual award programs
- Super FAC's, annual company outings and other company activities
- Dog Fridays, employee purchase plan for products, and a variety of flex spaces to support work style
- Fitness room, outdoor spaces and a Kegeator/wine in our centralized downtown location