

Corporate Headquarters
1100 Pontiac Court
Bushy Run Corporate Park
Export, PA 15632

West Coast Distribution
5530 South Arville Street
Suite L
Las Vegas, NV 89118

Central Distribution
14201 Sovereign Road
Suite 141
Fort Worth, TX 76155



Position: Collections Specialist
Department: Accounting & Finance
Job Status: Full Time
Reporting to: Controller/Financial Accounting
Location: Export, PA

Karndean Designflooring Accounting/ Finance Department is looking to hire a Collections Specialist to be based in Export, PA. This position is the next exciting step for Karndean Designflooring. Karndean Designflooring sees flooring differently with our innovative gluedown, loose lay and rigid core luxury vinyl flooring products. Find out why we've been ranked among Pittsburgh's Top Workplaces for eight consecutive years.

Responsibilities will include, but are not limited to:

- Ensure timely collection of all assigned receivables assigned
- Accountable for maintaining current balances on designated accounts
- Contact customers regarding overdue accounts and determine reasons for non-payment
- Work with internal departments to clear issues and communicate clearly with other departments
- Monitor payments
- Escalate collections per escalation policy

Required Skills

- Associates Degree or equivalent experience
- Three or more years of experience in related billing and collections
- Excellent communication skills (written and verbal)
- Excellent organizational skills
- Computer skills and telephone skills a must

