



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #5405 Log Sheet

Job Posting Date: 3/4/2026

Employer Information: McCarthy, Burgess, and Wolff
Contact: Matthew Garrett
26000 Cannon Rd
Bedford Heights, OH 44146
Phone: 440 735 5100 **Ext:** 2369
E-mail: Matthew.Garrett@mbandw.com

Main Business: Collections

Job Title: Account Recovery Specialist

Full/Part-time: Full-Time **Job Hours:** Mon - Fri 8:30 am - 5 pm

Job Duties:

- Maintaining a debt collection queue using the support framework designed.
- Achieving collection goals set by management.
- Understanding and adhering to client guidelines
- Initiating outbound calls
- Accepting inbound calls
- Locates and notifies customers of delinquent accounts by mail or telephone to solicit payment.
- Maintains records of collection and status of accounts.
- Locates and monitors overdue accounts, using computers and a variety of automated systems.
- Records information about the financial status of customers and status of collection efforts.
- Persuade customers to pay amounts due on credit accounts and negotiates with customers to determine the best repayment solution available.
- Performs data entry, documentation, and maintenance of customer account(s)
- Reads, comprehends, and adheres to any and all applicable ISO and client specific policies.
- Complies with all State/Local and Federal laws governing collections.

Compensation: \$15 an hour with Unlimited Commission

Special Notes / Additional Information:

Indeed Job Link - <https://www.indeed.com/job/account-recovery-specialist-5bad33c7dc905da0>

Minimum Age Requirement?

18

How to Contact: Email resume, Apply Online

Seeking:

CVCC Alumni, Adult /Job Seeker

Program Area:

General, Business & Administration

E-mailed Job Posting on: _____

Notes: