



Eze Castle Integration (ECI) is the leading full service IT consulting and implementation firm providing complete technology solutions to elite financial services companies, such as hedge funds, private equity firms and other specialty investment management firms. Already, more than 500 hedge fund companies - managing more than \$300 billion in assets - rely on Eze Castle Integration to be their "virtual CTO" and single source of IT and telecommunications infrastructure. To learn more about Eze Castle, visit us at www.eci.com.

Title: Collections Specialist

We are seeking a highly motivated person to join our five-person finance team. This is a highly visible position with interaction at the executive level both within Eze Castle and at client companies. The primary responsibility will be to drive collections in order to reduce DSO while building lasting relationships with our clients.

Responsibilities Include:

- Perform collections of past due accounts
- Process daily cash receipts
- Act as first point of contact for client billings and statements for all clients
- Reconcile and bill service overage hours monthly
- Maintain client credit limits following company standards
- Support general accounting functions as needed
- Perform various client account analyses

Required Skills:

- Excellent verbal and written communication skills
- Detail-oriented with a high degree of accuracy
- Self-motivated with the ability to multi-task priorities
- Intermediate level PC skills with knowledge of Excel
- Two years of college accounting course work or equivalent

Desired Skills

- Experience in billing and collections highly desired

We offer competitive salaries and our generous benefits package includes health and dental insurance at great employee rates (Harvard Pilgrim in alliance with United Healthcare PPO for \$1/month!), life insurance, short/long term disability, paid time off and holidays, a 401k plan and performance incentives. Come work for the leader in cutting edge technology and see for yourself how we value our clients and employees alike.

Eze Castle Integration is an Equal Opportunity Employer.