

JOB DESCRIPTION

Position Title: Credit Manager

Reports To: Director of Finance

Responsibilities:

1. Ensure company credit policies and credit procedures are being maintained and reviews all collection problems on a continuous basis.
2. Contact customers to encourage expedient payment of past due balances and make sure company has properly secured itself with marginal risks.
3. Process credit applications on a timely basis.
4. Review and re-evaluate all credit lines on an annual basis.
5. Effectively administer the company's credit hold policy.
6. Analyze accounting reports related to accounts receivable and collection activities to determine key priorities.
7. Review and research any disputed invoices.
8. Responsible for maintaining and updating customer files.
9. Assist customers with billing inquiries and discrepancies.
10. Assist in answering incoming calls and routing as appropriate.
11. Provide back-up to other members of accounting department as needed.

Qualifications Required:

- a. High school diploma or equivalent, accounting or finance degree desired.
- b. 2 – 4 years of credit/collections experience.
- c. Good 10-key calculator skills.
- d. Excellent knowledge of basic accounting procedures and terminology.
- e. Good typing skills.
- f. Ability to perform on-line data entry with proficiency and accuracy.
- g. Professional and courteous phone manner with ability to handle multiple calls simultaneously.
- h. Working knowledge of general office procedures, particularly related to Credit and collections.
- i. Ability to maintain a high degree of confidentiality.
- j. Working knowledge of the internet, Excel and Microsoft Word.