



Job Description

Issue Date : 07/07/2017
Revision # : 0
Last Revised : n/a

Job Title: Credit Manager

Full Time Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
		Controller	07/03/2017		

Reports To: Controller
Supervisory Status: No

Description:

The credit manager position is accountable for the entire credit granting process.

Duties:

- Develop and standardize written policy documentation related to the credit and customer set up process.
- Interface with sales organization to communicate credit decisions and ensure timely review of new customers.
- Make credit decisions within assigned authority
- Plan and organize activities of credit/customer set up team to ensure file reviews are completed timely/accurately
- Initiate process improvement and quality reviews to simplify and improve productivity
- Negotiate documentation and payment terms with customers to ensure transactions are properly secured
- Resolve credit issues with customers
- Develop management reporting
- Reduce DSO with conformity to the company's expectations.
- Other duties as assigned.

Education/Experience Required:

- Bachelor's degree in accounting, finance or related field; or qualified experience.
- Strong computer skills-Word, Excel, etc.
- A minimum of 5 years' experience in Credit and Collections
- Vast understanding of credit reporting agencies (D&B/Equifax)
- Proficient in reading/interpreting financial statements for the purpose of underwriting credit
- Prior experience with UCC filings and personal guarantees
- Excellent written and verbal communication
- Ability to manage relationships both internally and externally
- Ability to manage and supervise others.
- Good understanding of the Receivables-Collections Process.
- Strong audit background, problem solving and customer service skills

Physical Requirements:

Work is performed in an office environment. Will be required to stand, sit, and move throughout office as needed. Must have the ability to reach the 2nd floor of building via stairway to access HR office. May be required to use stairway multiple times during the day as necessary.

I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.

X _____
Candidate's Signature Date

