



Job Title: Credit Manager	JD-100
	Revision: 10/26/17
	Dept: Corporate

Minimum Educational Requirements:

1. Bachelor's degree in Finance, Accounting, Business Management, or related field

Desired Qualifications:

1. 5+ years corporate credit/collections, A/R portfolio management and/or finance experience
2. Thorough understanding of credit reporting agencies
3. Proficient in reading/interpreting commercial credit reports and financial statements
4. Strong communication skills for negotiation and reconciliation, along with strong telephone and excellent written communication (e-mail) skills
5. Ability to build and manage productive relationships both internally (with sales, operations, management teams and co-workers) and externally (with a wide range of Industrial Customers)
6. Strong working knowledge of the legal and practical aspects of trade credit and commercial collections

Typical Job Duties:

1. Develop and administer credit and collection programs
2. Oversee investigation of credit risk for both new and existing customers, establish and maintain customer credit limits, and advises on course of action for new credit applications
3. Design and implement processes to improve cash flow and reduce receivables, while being supportive of Company's revenue growth targets
4. Monitor and negotiate on the collection of overdue accounts, when appropriate recommending outside collection resources (attorney or collection agency) and/or write-off of uncollectable balances for senior management approval.
5. Monitor credit and collection processes and operations; recommend process improvement opportunities
6. Participate with management team to develop strategies and processes to extend Company's credit and A/R management to newly acquired operations spread over a wide range of time zones
7. Manage and produce A/R portfolio reporting as required to meet needs of outside users (lender and outside auditors) and internal management.

8. Ensure that project/department milestones/metrics/goals are met and adhere to approved budget

Supervisory Responsibilities:	Yes
Salaried/Hourly Position:	Salaried
Amount:	DOE
Reports to:	VP Finance & Operations
Traveled Required:	Yes