

Credit & Collections Analyst

Our innovative and growing company is looking to fill the role of credit & collections analyst. Under general supervision, collects and services various delinquent accounts receivable owed to the company; and performs related duties as required.

Responsibilities for credit & collections analyst

- Timely collection of Accounts Receivable balances and identifying a resolution to the principle cause of delinquency
- Perform regular, routine financial assessments on existing customers
- Making decisions to place customers on credit hold and release them based on resolution of the item
- Maintaining and coordinating efforts with internal personnel to resolve customer issues
- Evaluating customers using accounts receivable information for daily and monthly reports to management
- Researching customer disputes and propose credit memo issuance
- Analyze financial statements, bank statements, trade and bank references to determine potential account's credit worthiness
- Partner with third party partner to run credit checks
- Analyze and monitor the credit quality of the company's portfolio
- Improve DSO, bad debt and past due items
- Investigates and analyzes credit actions to assist with resolving outstanding items in a timely fashion
- Assists with outlining necessary actions and strategies for debt repayment
- Reviews and maintains account information of customers' financial status and collection efforts
- Researches and analyzes payment history/trends of all accounts
- Assist with the cleanup of unapplied cash receipts and short paid invoices
- Perform adhoc reports and other tasks/projects as assigned/requested

Qualifications

- 2 years of prior experience in credit/collections is desired
- Minimum of an Associate's degree is preferred
- Strong Excel skills a must
- Strong communication skills, able to interact with both internal and external management.
- Organized and work well under pressure
- Sound judgement and exceptional problem-solving skills
- Proactive and detail oriented
- Excellent written and verbal communication skills