

Credit/Accounts Receivable Specialist

Location: Westlake, OH

Summary/Objective

The credit/accounts receivable specialist is responsible for the credit and other accounting functions. Responsibilities will include the processing up/issuing credit memos as appropriate. This position may also provide general office support with a variety of clerical activities as well as communicating effectively with team members within the shipping/receiving, customer service and accounting departments.

Essential Functions

- Administers company credit application process by reviewing the credit application, establishing lines of credit, conducting financial analysis including third party report review and makes recommendations to credit manager
- Administers company lease application process by reviewing the lease application, establishing lines of credit with leasing partners
- Conducts credit collections by prioritizing credit reviews for existing accounts, contacts customer and sales, issues Letter of Credit, coordinates activities with customer service and ensures proper follow-up
- Records information about financial status of customers and status of collection efforts
- Opens new accounts
- Applies customer payments.
- Researches and solves payment discrepancies
- Processes credit card payments and credits
- Make adjustments to accounts as needed
- Maintains tax exemption and W9 records and files
- Ability to multi-task, prioritize and work efficiently
- Ability to demonstrate good common sense and sound judgement

Competencies

- Financial Management
- Ethical Conduct
- Thoroughness
- Customer/Client Focus
- Problem Solving/Analysis
- Communication Proficiency

Supervisory Responsibility

- This position has no supervisory responsibilities

Work Environment

- This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Travel

- No travel is expected for this position

Required Education and Experience

- Associate degree required in accounting or equivalent number of years of experience, plus 2-3 years of accounting experience
- Related work experience in accounts receivable and/or finance
- Computer experience (Intermediate user of Microsoft word, excel, and outlook, Advanced preferred)

Preferred Education and Experience

- 4-6 years hands-on accounts receivable, credit and collections experience

Position Type: Full-time, Monday through Friday

Salary Range: Compensation commensurate with experience

Benefits:

- Medical
- Dental
- 401(k)
- Life Insurance
- Long-Term Disability Insurance
- Paid vacation
- Paid holidays

EOE, all candidates subject to drug screening and background checks