



CREDIT SUPERVISOR JOB DESCRIPTION

General Description:

The credit supervisor is responsible for all aspects of the credit department, including collections, risk assessment and reconciliation of customer accounts, with a main focus on positive cash flow from customers and supporting ongoing sales and growth within acceptable business risk.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develops and prepares monthly reporting to effectively ascertain status of collections and outstanding balances, effectively evaluate current collection policies, and establish achievable goals to accurately forecast results.
- Monitors and meets defined department goals and metrics, such as DSO and over 90 day account balance percentages.
- Ensures creditworthiness of new customers, set appropriate limits on an individual customer basis, and perform appropriate credit reviews to minimize risk of delayed payment or non-collection.
- Establishes and maintains an effective working relationship with the Sales group, including acting as a business partner to manage internal relationships and representing credit in sales meetings.
- Reviews and releases pending sales orders, coordinating communication with both the customer and the sales group.
- Builds and maintains positive ongoing relationships with customers.
- Performs quarterly bad debt analyses to ensure maximum efforts have been taken to collect on an account and determine amounts to be written off.
- Assist the collections specialist in making calls to customers that require more attention or have longer outstanding balances.
- Responsible for preparing and recording accounts receivable portions of the monthly close process.
- Ensures compliance with all state requirements for sales tax, including timely filing of all returns.

Supervisory Responsibilities

The credit supervisor is directly responsible for supervising the collections specialist, as well as any credit functions performed in finance.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree in Business, Finance or Accounting; 3 to 5 years' experience in credit to include supervisory experience

Additional Skills and Experience:

- Knowledge of Microsoft Office, including knowledge of Database software; Spreadsheet software and Word Processing software.
- Have a working knowledge of the Fair Debt Collection Act, the Consumer Credit Collection Act, and state and federal laws applying to collection activities
- Effective oral and written communication. Excellent interpersonal and coaching skills.
- Evidence of the ability to maintain high degree of confidentiality.
- Excellent organizational skills.

Physical Demands:

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the team member is regularly required to sit and talk or hear. The team member is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The team member is occasionally required to walk. The team member must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

HOW TO APPLY: Submit email by email: Ngebregzibher@kleinsteel.com