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| --- | --- | --- | --- | --- | --- |
| Job Code |  | **EE Type** | Salary | **FLSA** | Exempt |
| **Location** | AMICO – Corporate | **Department** | Credit |  |  |
| **Reports to** | Credit Manger | **Dotted Line Report** |  |  |  |

**Position Summary**

Analyzes credit data to estimate degree of risk involved in extending credit to firms or individuals.

**Primary Accountabilities** (Essential duties:)

* Sets up new accounts and maintain account files
* Obtains bank and trade ratings to be used in the review process to determine account terms and credit limits.
* Reviews and releases orders.
* Set up and follow through all Projects/Jobs until completion. Includes setting project up in tracking software and sending all requirements.
* Communicates effectively with the Sales and Customer Service Departments.
* Reconciles many accounts.
* Practices effective credit and collection policies, minimizing risk and maximizing cash flow while servicing our customers and sales force.
* Protects/Collects/Reconciles receivables and manages accounts.
* Provides timely accurate review and analysis of receivable results to assist management in strategic decision-making.
* Recommends systemic changes to support organization’s growth.
* Follows credit and collection policies, procedures and practices.
* Makes collection calls on overdue accounts, researches and resolves customer charge backs, reconciliation of customer accounts, and cash applications.
* Provides all administrative support for assigned area including, but not limited to; aging reports, filing, correspondence, lien waivers, write offs, account reconciliation, refunds, NSF checks, and re-bate reconciliation.
* Enter and maintain appropriate credit insurance coverage when needed with applicable carrier.
* Sets up new accounts and maintains files and perform collection functions for AMICO US and AMICO Canada customers as well as customers brought in through new acquisitions and other companies in the AMICO Global Group as directed.

**Secondary Accountabilities**

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Position Qualifications** To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education / Experience** (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Degree: Associate’s Degree or equivalent Major: Accounting/Finance

Years of Experience: 1 – 3 years related experience and/or training

An equivalent combination of education and experience may be considered.

**Competencies / Technical Skills**

Core Competencies : Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility

Organizational Competencies: Initiative; Developing Others; Influencing Others

Technical Skills: Microsoft Applications; expertise in Excel and other data management tools as well as PowerPoint

**Other Skills and Abilities**

* Position requires a pro-active, problem-solving individual who is able to manage a varied workload with constantly changing priorities.
* Must be detailed oriented, accurate, well organized, and able to work effectively under pressure.
* Must have excellent listening, verbal and written communication skills.
* Must have a working knowledge of the Fair Debt Collection Act and state and federal laws concerning collection activities.
* Must be a “team oriented individual” with the ability to interact with diverse personalities.
* Must maintain professionalism at all times.

**Licenses / Certifications**

None

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee 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 employee is regularly required to sit, talk and listen. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Conditions**

Environment: Office Travel: None

The work environment characteristics described her are representative of those and employee 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 moderate.

**Employee Acknowledgement**

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an “at will” basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_