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# Example of Credit Analyst, Analyst Job Description

Our company is looking to fill the role of credit analyst, analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for credit analyst, analyst

* Provide excellent customer service to external and internal contacts Respond to inquiries and research account history when needed including for audit support
* Monitor group email boxes and coordinate with team members to ensure prompt resolution of requests Assist with researching and allocating customer payments as needed and prepare refund requests for overpayments
* Assist team members with workflow, special projects and audit support as needed, and cross train on related receivables functions
* Perform all other essential duties as necessary
* Post daily cash receipts
* Interact with Data Administration to assure new and existing customer accounts are set-up and maintained in accordance with their organizational structure
* Build and maintain close and open relationships with customers
* Complete monthly reports and analysis for assigned business units
* Efficiently execute work according to timelines and key performance indicators (KPI)
* Uncover deviations from policy and practice and propose remediation

## Qualifications for credit analyst, analyst

* Bad Debt Analysis,legal obligation and Escheatment experience
* Experience working with the Order to Cash modules in SAP and/or experience with BAAN required
* Ability to work in a team environment as a very strong collaborator
* Degree or equivalent experience, ideally CFA Charterholder
* 5+ years demonstrated and relevant experience as a sovereign analyst
* Direct market participation or previous dealing experience would be an advantage