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# Example of Credit & Collections Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of credit & collections analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for credit & collections analyst

* Must have strong telephone skills to work with customers on their accounts, invoices and past due balances
* Must have passion for research and problem solving
* Responsible for the evaluation and management of credit worthiness and approval limits for new and existing customers
* Collection of open accounts receivable within area of responsibility to meet or exceed corporate goals and specified metrics
* Communicate regularly with company associates and customers in order to maintain AR status within specified terms
* Identify disputed invoices and short payments promptly and communicate to respective site associate for resolution
* Evaluate, recommend and communicate credit holds to company associates and customers when necessary
* Maintain account portfolio and manage to company expectations and metrics
* Ensure compliance with company Credit Management Policy & Procedure audit requirements
* Provide support, direction & training on international letters of credit to site associates as needed

## Qualifications for credit & collections analyst

* Mitigate credit risks by ongoing analysis of customer base, keeping up with industry trends, and preparing/reviewing client specific payment history reports
* Bachelors Degree Required (Business, Finance, Commerce)
* Work independently, decisively and timely
* Utilize quality tools/initiatives
* Effective and timely communication/interaction with different functional areas (Customers, Sales, Accounting, Supply Chain, Taxes, Business Units, Customer Care)
* Skills in process specific parts of standard ERP systems (desirable in SAP)