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# Example of Credit & Collections Analyst Job Description

Our growing company is hiring for a credit & collections analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for credit & collections analyst

* Participate in meetings and travel as necessary
* Manage small portfolio of accounts receivable for assigned vertical (minimize DSO and delinquency over 90 days)
* Analyze DNB reports for customer credit worthiness and request references, corporate guarantees, deposits, to reduce exposure
* Reporting key metrics for credit, collections, and leasing
* Monthly Credit & Collection Close
* Analyze financial statements of new and existing customers to determine their credit worthiness, appropriate credit limit, and payment terms for sales transactions
* Exposure to lease financing
* Conduct collection calls, emails and customer visits to collect accounts receivables
* Negotiate customer disputes to resolution and document root cause
* Make decisions on escalations and collectability of accounts

## Qualifications for credit & collections analyst

* Knowledge of customer and business requirements
* Excellent verbal and written communication skills and ability to communicate effectively at all levels
* Must be able to work with a wide variety of people with different personalities, backgrounds and experience
* Credit and Collections experience preferred
* Must have ability to work in a fast paced environment
* Forward thinker, ability to work alone and multitask