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# Example of Credit & Collections Job Description

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

## Responsibilities for credit & collections

* Follow up on disputes, deductions, late payments, issues which delay payment of invoice
* Other assignments as necessary to assist in accounts receivable, billing special projects as needed and assigned
* Manage and collect on an accounts receivable portfolio
* Responsible for executing the Company's credit and collections activities
* Analyze customer credit worthiness within established guidelines to make recommendations regarding extension
* Follows up with customer concerning partial payments
* Maintains accurate receivables records and 90 day status report
* Complete accurate transactions, update accounts, collect overdue balances, and provide confirmations and follow up as necessary in accordance with the law, all with a sense of urgency and an eye for detail
* Conducts collection calls to obtain payment commitments within an agreed upon time frame by resolving customer billing disputes and negotiating payment terms in light of customer cash flow problems
* Run, review, and mail customer statements on a quarterly basis

## Qualifications for credit & collections

* Minimum 2-5 years job experience
* Minimum of 2 year experience in Transnational Company
* Capable of reporting
* Excellent judgment and the ability to delineate fundamental credit risk vs
* 2-5 years’ experience working in a Accounts Receivable department with Credit & Collections experience computer skills
* Minimum 2 years demonstrated, credit, collection or accounts receivable experience and customer service