Downloaded from <https://www.velvetjobs.com/job-descriptions/credit-collections>

# Example of Credit & Collections Job Description

Our company 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

* Provide AR updates to Accounting Manager and Upper Management as needed
* Work with the salesforce to ensure timely payments on invoices
* Work with warehouse to ensure timely Proof of Delivery submitted as needed
* Complete credit applications/credit inquiries for internal and external customers, and maintain credit history files
* Ensure credit limits and terms are in line with customer needs and company policy
* Assist with month-end closing procedures for accounts receivable
* Perform annual employee evaluations in a fair and objective manner to identify any deficiencies in performance, attitude, professionalism, attendance
* Assist with higher difficulty account issues, customer relations (internal and external)
* Perform Collections of related invoices, minimize delinquent receivables
* Acts as a primary contact between supply chain, sales, customer service and finance in the collections function

## Qualifications for credit & collections

* Post-Secondary diploma or degree and asset
* Must be perfectly bilingual (English and French)
* Post-Secondary diploma or degree an asset
* Fluent in a Nordic language (Danish, Swedish or Norwegian)
* 2 years experience with contract administration and collections
* Organized, detail and deadline oriented