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# Example of Credit Controller Job Description

Our innovative and growing company is hiring for a credit controller. 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 controller

* Responsible for pursuing overdue debt on a portfolio of approx 120 US advertising customers and approx 300-400 UK advertising customers
* Collecting funds for payments
* Review account balances in relation to credit limits, risk and overdue payments
* Chase customers for payment of overdue accounts
* Manage own portfolio of accounts and build good relationships
* Review account balances
* Resolve any customer queries or disputes
* Produce credit control reports
* Update system daily
* Preparation of reminder letters

## Qualifications for credit controller

* To aide new starters (Level 1’s) into their new role and be on hand to help should this be required
* A minimum of 3-4 years experience in credit control and cash collections, preferably in a professional services environment
* Exceptional communication skills as the successful Credit Controller will be required to deal directly with partners and clients
* Experience of Star Practice Data Manager desirable but not essential
* Must be a strong confident character, able to deal with difficult people
* Keen to learn and has experience of some accounting