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

# Example of Manager, Credit & Collections Job Description

Our company is searching for experienced candidates for the position of manager, credit & collections. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, credit & collections

* Managing Collection Activity – Monitoring aging reports and collection activity to ensure receivables are collected within standard credit terms
* Take a leadership role in the design and analysis of credit and collections information supporting the Credit and Collections Optimization program
* Must be able to exercise independent judgment and discretion in determining credit terms and establishing credit limits
* Credit Line Review – Ability to Make Sound Credit Decisions
* Establish, analyze, and manage the credit limit of high profile accounts
* Business Process Owner for credit risk analysis in NA
* Handles special credit arrangements and deviations from standard terms of payment
* Reviews outside collection agency effectiveness, policies and fees
* Develop Industry Contacts – Developing key contacts in the CPG credit field
* Project Support –Involvement in maintaining and updating Credit Policies and Procedures as needed, all SOP’s

## Qualifications for manager, credit & collections

* Knowledge of bond and lien filing notice requirements, including at least one year working experience in this area
* Proficiency in preparing and/or reviewing A/R and A/R Allowance balance sheet reconciliations
* Must have the ability to work well under time constraints and meet deadlines
* Work closely with sales to develop new methods to enhance sales potential
* Evolve department, driving process improvements to meet future business needs
* NACM accreditation is a plus