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# Example of Manager, Credit & Collections Job Description

Our company is searching for experienced candidates for the position of manager, credit & collections. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, credit & collections

* Lead, manage, develop and train team of five credit & collection staff
* Manage all functions for the four Credit & Collection managers for each region
* Monitor and control credit and collection performance at varies levels by preparing and analyzing various performance reports
* Advise Operations personnel on credit and collection matters by reinforcing company policies and procedures
* Formulate, implement, and manage a comprehensive Credit and Collection program by setting goals and standards, and establishing policies and procedures in concert with senior management
* Select and manage an effective process of outsourcing seriously past due accounts referred annually to collection services by analyzing the selection, monitoring the collection performance and assuring a reasonable rate of return
* Ensure collection treatment follows the guidelines of the policy per channel
* Partner with business constituents to establish a scalable process and systems for invoicing and collection
* Collaborate with business constituents to establish and improve the Company’s credit check and collections process
* Manage collection strategies, work flows to meet monthly cash flow targets and DSO targets for Americas Collections

## Qualifications for manager, credit & collections

* Experience in lien filing and letters-of-credit negotiation
* Experience overseeing credit and collections team
* Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, etc ) required
* Strong Excel skills, especially with pivot tables and data manipulation/presentation
* Knowledge of finance modules of Enterprise Resource Planning (ERP) systems such as SAP or PeopleSoft
* Solid understanding of Balance Sheet, Profit & Loss and Cash Flow components/relationships