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# Example of Manager, Credit & Collections Job Description

Our growing company is hiring for a 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

* Ensure accurate and timely credit card processing through completion of credit card reconciliations and resolution of reconciling items
* Monitors and manages resolution of customer credit card and collection inquiries
* Oversees the team’s releasing of orders for prepayment accounts and ensure that new sales orders for accounts on open terms remain under established credit/insured limits
* Directly supervises five employees in the Credit & Collections department
* Direct all credit and collections functions for the company
* Supervise credit department activities by planning, establishing, and delegating goals and responsibilities
* Analyze customer financial statements, trade references, industry reports and reviews, to determine appropriate credit exposure for existing and new accounts
* Review Customer Credit Representative submissions of claims through the Trade Management system to ensure accurate clearance of customer deductions
* Regular review and Credit Representative purge file submissions for accuracy in order for them to be processed/applied
* Manage credit reviews, invoicing, collections, and cash application activities with a focus on efficiency and accuracy

## Qualifications for manager, credit & collections

* Strong analytical and numeracy skills, especially with various efficiency, leverage, profitability and liquidity data elements
* 5+ years Credit & Collections and Financial Analysis experience
* Minimum of 4 years of experience in an analytical role, preferably in the financial services industry
* 8+ years of progressive credit & collections experience (prefer experience in the health care industry)
* Applied training in MS Excel and Access skills
* Applied knowledge of Oracle, SAP and Experian