



Example of Credit Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of credit associate. 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 associate

- Open credit notes and apply to open items as appropriate, request other credits to be reimbursed
- Request and process credit notes as appropriate
- Manage Disputes related to Collections
- Execute dunning strategies
- Escalate collection issues to in-market BFS team as needed
- Propose write-offs of incorrigible debt / accounts for approval by the Local Team and Business Units
- Support regular customer account reviews with the business
- Prepare reporting and documentation for consumption by other departments
- Support of and participation with senior leadership team and matrix partners in revenue generation and process improvement opportunities
- Assist senior analyst(s) in fundamental research and analysis of corporate bond issuers across multiple industry sectors

Qualifications for credit associate

- A resilient and enthusiastic personality
- CBA, CBF, or CCE from National Association of Credit (NACM) or equivalent is a plus
- Minimum Associates degree in Business Administration, Accounting, or other related discipline or equivalent experience is required

- Experience in construction industry and a working knowledge of liens and construction bonds preferred
- Able to prioritize multiple tasks and work in a fast-paced environment