



Example of Credit Specialist Job Description

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Our growing company is hiring for a credit specialist. 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 specialist

- Ensure payment processing batches balance at the end of posting
- Processing credit card refunds
- Complete requests from internal customers within 24 hours
- Processes and posts all prior days credit card transactions to individual customer accounts
- Processes and logs all credit card orders on a daily basis
- Communicates order status to customers and Sales associates
- Makes appropriate changes to customer maintenance in ISCI
- Maintains and ensures accuracy of all customer credit card information
- Identifies and processes credits (returns) and additional credit card changes for NL invoices/advertising
- Manage credit activities for assigned account portfolio

Qualifications for credit specialist

- Advanced computer skills in Microsoft Office, Electronic Billing System and Oracle Financial System preferred
- Ability to deal with confidential patient and payor information and/or issues, using discretion and judgment
- Ability to utilize a PC by being proficient with Windows-based software
- Preferably 1+ years of experience in the consumer lending or financial industry

