



# Example of Manager Credit Job Description

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Our growing company is looking for a manager credit. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager credit

- Establish sound credit policies and procedures and monitor adherence
- Assists with the oversight of processing and ensures that guidelines are consistently enforced by Credit associates for delinquent accounts, and monitors daily cut-off for credit issues
- Professional and timely credit assessment of that portfolio
- Manage hotel's credit and collection function
- Reference and approve all credit applications as to minimize collection risk
- Hold monthly credit meetings
- Increase communication with all involved parties in the credit process (Sales, Catering, Reservations and Front Desk)
- Review and examine check out with balance accounts daily to ensure and enforce hotel's credit policy
- Develop and standardize written policy documentation related to the credit and customer set up process
- Interface with sales organization to communicate credit decisions and ensure timely review of new customers

## Qualifications for manager credit

- Ability to resolve escalation of issues raised from other internal groups, partners and/or customers
- Rate negotiations and 3rd party vendor oversight
- Oracle, SAP or other large ERP experience
- Post secondary education or equivalent with previous experience in

- Must adjudicate and underwrite complex business credit applications for sole proprietors, partnerships, small-to-large sized corporations, not-for-profit organizations, and various levels of government entities and agencies