



# JOB ANNOUNCEMENT

**JOB TITLE: Credit Analyst/Posting Clerk**

**REPORTS TO: AR Dept. Manager**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:**

- Analyze customer financial condition and authorize customer line of credit
- Minimize bad debt risk, maximize accounts receivable collections
- Reconcile customer statements/billings
- Communicate credit department and company payment policies
- Conduct collection calls to collect past due balances
- Provide customer service and develops relationships with internal/external customers
- Maintain accurate credit and collection files. Maintain electronic collection notes for each customer account
- Assist in posting payments and other duties as assigned by the AR Dept. Manager

**REQUIREMENTS:**

- Two or more years' experience in Collections with strong Customer Service skills
- Strong verbal and written communication skills
- Working knowledge of Microsoft Word and Excel programs, as well as basic knowledge of all office equipment
- Ability to analyze business credit reports in order to make an educated decision on credit worthiness
- Ability to reconcile customer payments
- Must be a highly self-motivated individual capable of multi-tasking while maintaining a very positive attitude. Must have Excellent work ethics
- Applicant is subject to a background check and credit check
- High School Diploma or GED
- References will be contacted

**Interested Candidates should apply online at [www.rotarycorp.com/jobopportunities](http://www.rotarycorp.com/jobopportunities) or by email at [hr@rotarycorp.com](mailto:hr@rotarycorp.com).**

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