



Credit TRX Associate

Department: Finance

Reports to: Credit TRX Manager

Pay: Non-Exempt

Job Summary

This Finance position is responsible for facilitating the collection of assigned accounts receivable. The position is directly responsible for the investigation and collection of delinquent accounts.

Primary areas of responsibility

- Payment performance
- Reconcile payments
- Perform regular review of customer files to manage risk and remain compliant with audit controls and company policy

Education

Associate Degree or related quantitative background.

Minimum Experience

Minimum 1 year in credit/collections or equivalent combination of education and experience.

Skills

- Basic financial analysis
- Strong verbal and written communication
- Proficient in Microsoft office and receivable management systems

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



Competencies:

To be successful in this position, the individual performing the duties must successfully demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner.
- Interpersonal Skills - Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Teamwork - Contributes to building a positive team spirit.
- Business Acumen - Demonstrates knowledge of market, competition, products and industry trends.
- Cost Consciousness - Develops and implements cost saving measures.
- Ethics - Treats people with respect.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market, competition, customer and company product needs.
- Judgment - Displays willingness to make decisions; Makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Professionalism - Treats others with respect and consideration regardless of their status or position.
- Quality - Looks for ways to improve and promote quality.
- Quantity – Completes work in timely manner; Works quickly.
- Adaptability - Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily an in-office environment. The noise level in the work environment is usually moderate.

EEO/AA Employer