



TITLE: Accounts Receivable & Credit Manager

REPORTS TO: Vice President of Finance

SUMMARY: Responsible for the Accounts Receivable department; establishes customer credit limits; creates and maintains positive, professional relationships with internal and external customers.

RESPONSIBILITIES:

- Responsible for the overall accuracy of the Accounts Receivable ledger for L&M Companies and several related entities
- Administers all activities performed by the AR Specialist(s)
- Coordinates with each person in the organization who has any responsibility for collections to ensure timely and accurate remittance by our customers
- Ensure timely posting of all cash receipts
- Provides ongoing education, training, and communication to the AR Specialist(s) and others within the company in order to proactively address collections and adjustments
- Communicates with each Sales Department to proactively address specific customer and / or process needs related to receivables / collections
- Works within the framework of the credit policy to establish credit limits and work through any issues related to credit (special situations, seasonal adjustments, etc.)
- Works with the sales and accounting departments to communicate and adhere to the credit policy and meet credit and collection goals
- Sets up and maintains customer promotions in the company's ERP system
- Maintains effective processes to monitor and reconcile promotional amounts within the AR accounts
- Recommends enhancements / updates to accounting procedures and the credit policy to ensure they are effective and current
- Coordinates response to any A/R-related audit requests
- Assists VP of Finance with preparing unpaid files for PACA or legal action when applicable, and then assist in the monitoring and follow-up of such cases
- Establishes key metrics for measuring / monitoring staff performance and provides appropriate feedback
- Continually strives for improvement and looks for ways to improve the job, the department, and L & M Companies

KNOWLEDGE / SKILLS / ABILITIES:

- Strong analytical abilities
- PACA knowledge preferred
- Intermediate knowledge of general accounting principals
- Able to communicate effectively and positively through oral and written means, establishing and maintaining clear lines of communication
- Able to function successfully within a multi-task environment
- Very detail oriented
- Strong working knowledge of Microsoft Office, particularly Excel

EDUCATION / EXPERIENCE:

- Bachelor's degree preferred
- Three to four years of accounts receivable / payable experience preferred
- Two or more years of credit / collections experience preferred
- Two or more years of customer service experience required
- Two or more years of management experience preferred