

PRESTOLITE PERFORMANCE

JOB POSTING

POSTING NUMBER:**DATES POSTED:**

11/21 – 11/28/11

JOB TITLE:

Credit/Deduction Analyst

REPORTS TO:

Carmen Redaelli

LOCATION:

Cleveland, OH

JOB SUMMARY:

Responsible for managing complex customer deductions and related credit authorizations by thoroughly investigating, validating and reporting on customer deductions and short pays. Maintain credit files and manage credit limits, order releases and collections for assigned book of business. of business.

Duties and Requirements of the Job:

1. Research and process RGA deductions and credits by reviewing and validating documentation, communicating with stakeholders as necessary and following established procedures for issuing and entering valid credits.
2. Prepare spreadsheets/work papers to clearly document and track account status.
3. Evaluate and manage customer's account receivable activity by finding the correct balance between increasing sales and minimizing credit risk. This includes but is not limited to investigating references, analyzing financial statements, establishing credit limits, the timely release of credit hold orders, communicating with sales personnel/customers when orders are on credit hold, the persistent effort to keep accounts current, making collection calls and supporting the department's AR goals.
4. Manage collection efforts by regularly reviewing receivable aging reports.
5. Communicate account credit status regularly with sales personnel – proactively advising of potential credit issues.
6. Assist in the preparation and mailing of invoices and statements.
7. Interview Customers and Sales Representatives in person or by telephone to investigate complaints, verify accuracy of charges or to correct errors in accounts.
8. Perform other duties as assigned.

Skills Required to Perform the Duties of the Job:

Experience in commercial credit and collection issues and the challenges associated with big box retail deductions.

Other Attributes:

- Self directed problem solver who is tenacious in identifying root causes, finding solutions and improving processes.
- High level of integrity and ethics.
- Strong business acumen.
- Well-developed project management and analytical skills.
- Hands-on / high-energy style.
- Results-oriented – operates with sense of urgency
- Effective and efficient verbal and written communication.

Please Note:

- An employee may bid for an opening if they have been in their current job six months or more and have satisfactory performance.
- Job Bids and Postings can be found on the Intranet or in the Human Resources Department. Please submit completed job bid form to HR Office.

We are an Equal Employment Opportunity Employer

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- Proficient in Microsoft Office.
- AS 400 experience a plus

Educational Requirements Needed to Perform the Duties of the Job:

Bachelor's Degree in Accounting or Finance with four (4) to six (6) years experience in credit/collections.

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