



Opening in our Arlington office! We are looking for a Credit and Collections Specialist to add to our Finance team. This individual will be working directly under Scott Bales and will be responsible for processing and analyzing credit for new clients as well as monitoring and analyzing A/R. Personality, energy and flexibility, coupled with the right experience, will be the winning combination on this position!

LOCATION: Arlington, TN

POSITION: Credit and Collections Specialist

SUMMARY: An international finance and supply chain company in Arlington TN, is looking for a reliable and organized credit and collections specialist to join their growing team. The ideal candidate is team player with a positive and flexible attitude and the ability to prioritize workload, multiple tasks and deadlines with an eye to constant process improvement. To be successful in this position the candidate must be able to successfully support various members of management, have worked in a credit/collections position in the past and can use QuickBooks and Excel. Integrity, professionalism, and excellent communication skills are essential.

DUTIES/RESPONSIBILITIES

The duties of the Credit and Collections Specialist include:

- Provide customer service regarding collection issues, process customer refunds, process and review account adjustments, resolve client discrepancies and short payments.
- Responsible for monitoring and maintaining assigned accounts - Customer calls, account adjustments, small balance write off, customer reconciliations and processing credit memos.
- Accountable for reducing delinquency for assigned accounts.
- Perform other assigned tasks and duties necessary to support the Accounts Receivable Department.
- Enlist the efforts of sales and senior management when necessary to accelerate the collection process.
- Must communicate & follow up effectively with sales dept. regarding customer accounts on a timely basis.
- Establish and maintain effective and cooperative working relationships with agents and clients.
- Run credit checks and UCC searches on new and existing clients.
- File UCC's as needed.

QUALIFICATIONS

- 3-5 years High Volume Credit and Collections experience
- Knowledge of Billing and Collections procedures
- Accounts Receivable knowledge/experience a plus
- Strong attention to detail, goal oriented
- Experience with QuickBooks a plus
- Experience with EH and/or D&B a plus
- Commitment to excellent customer service
- Excellent written and verbal communication abilities
- Ability to prioritize and manage multiple responsibilities

SCHEDULE: M-F, 8 am to 5 pm

COMPENSATION: \$16 to \$18 per hour, DOE

Interested candidates should contact:
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