

SCOPE

The Corporate Credit Manager is accountable for administering the credit and collection management function for all domestic sales branches. Position provides direction, consultation and support to Regional Credit Managers to effectively manage Days Sales Outstanding (DSO) and to reduce potential bad debt losses. Position is directly accountable for updating and administering the credit and collections policies and procedures; for monitoring and managing the accounts receivable portfolio; for providing portfolio performance reporting to management; and for managing the collection effort of outsourced collection agency, litigation and bankruptcy accounts. Advises non-domestic branches as needed.

ACCOUNTABILITIES

Ensures effective management of the credit and collection function by updating, administering and enforcing credit and collection policies and procedures.

Develops and maintains a productive corporate credit team by hiring qualified personnel, providing effective training and development, providing ongoing performance management and utilizing effective communication and motivational techniques.

Increases recoveries and/or reduces bad debt losses for past due accounts by effectively managing work-out accounts and outsourced collection agency accounts after regional credit has exhausted collections efforts, by making decisions whether to pursue litigation and by effectively managing litigation and bankruptcy accounts.

Provides regional credit with the information needed to effectively follow up on accounts and reduce potential bad debt losses by producing monthly reviews of regional account receivable portfolios (i.e. >\$2K, 60 plus report), and by monitoring portfolios and providing appropriate recommendations to Regional Credit Managers.

Manages credit exposure by approving all credit terms/limits above the Regional Credit Manager authority level and by managing and approving all credit terms for MRP and Consignment Accounts.

Monitors and manages high exposure accounts proactively by conducting ongoing credit and financial analysis of key accounts and by providing recommendations based on findings to regional credit and appropriate field management. Informs Sr. VP of Finance and CFO about potential high credit risk accounts.

Provides management with condition of account receivables portfolio by producing monthly Consolidated Accounts Receivable Report (which includes DSO).

Determines bad debt expense allowance by reviewing Bad Debt Allowance Report with Sr. VP of Finance and CFO.

Improves regional credit and collection capabilities by recommending process enhancements and creative credit options via ongoing consultations with Regional Credit Managers and publication of Credit Corner.

Educates field personnel regarding credit and collection policy by participating in MAP training sessions and by assisting with training regional credit personnel as needed

Assists with special projects and/or issues by providing support and expertise as needed (e.g. NCR, Purchase Orders, etc.).

SUPERVISORY RESPONSIBILITIES

Directly manages Corporate Credit Analyst and Corporate Credit Assistant positions. Provides direction and consultation to Regional Credit Managers via a dotted line reporting relationship.

EDUCATION & EXPERIENCE

Bachelor's degree from a four-year college or university; and ten plus years related experience and/or training; or equivalent combination of education or experience. Previous supervisory/management experience required. Experience in distribution environment desirable.

COMPETENCIES, SKILLS, & CERTIFICATIONS

Certified Credit Executive (CCE) or other related certification desirable.

Possess knowledge of the Uniform Commercial Code.

Possess strong analytical (including financial analysis) and problem solving skills.

Possess excellent negotiation skills.

Possesses ability to read, analyze and interpret business periodicals, professional journals, contracts, and governmental regulations.

Possess strong attention to detail and organizational skills.

Possess excellent verbal and written communication skills.

Possess strong interpersonal skills and customer service orientation.

Proficient with financial related software packages.

Knowledge of Microsoft Office applications (Excel, Word, Outlook, and Explorer) at an intermediate level preferred.

TRAINING

ISO 9000 Quality Systems
EAP/BBP
Business Ethics

CAREER PATH

Position from which an employee could be promoted into this position.

Regional Credit Manager

Position to which an employee could be promoted from this position.

Various

This is a summary of the accountabilities and requirements for this position. The company reserves the right to modify or amend accountabilities and requirements at anytime at its sole discretion based on business needs.