

Job Title: Credit and Collections Analyst

Job Summary

The Credit and Collections Analyst is responsible for the timely and efficient management, administration, risk mitigation, and collection of CalPortland's accounts receivable portfolio. The Credit and Collections Analyst will utilize their excellent communication, interpersonal, systems, and analytical skills to ensure compliance with established credit policies and procedures.

Benefits

At CalPortland, we're proud to offer a comprehensive, competitive benefits package that provides health and financial support to our most important resources: our employees. Your benefits are an important part of your overall compensation at CalPortland. That's why we give you a wide range of benefits to choose from. All regular full time employees may enroll in a variety of health and welfare plans including medical, dental and vision plans. Other benefits include life insurance, disability coverage, employee assistance program, and retirement program. The company also has a variety of voluntary benefits for employees to choose from.

Responsibilities

- Review and analyze assigned accounts to ensure outstanding balances are in compliance with terms
- Build and maintain relationships with external and internal (Sales, Billing, A/R, Legal, etc.) customers
- Investigate, document, communicate, report and resolve issues impacting prompt payment of invoices and/or disputed items
- Maintain system related to customer set-up, maintenance, and account-specific discussions
- Ensure processing of legal documentation (liens and releases), where applicable, are performed and documented in a timely manner
- Contribute and participate in meetings with management and/or customers to advise and make recommendations on risk mitigation and/or other issues impacting the timely collection of receivables
- Seek out and communicate opportunities to improve, standardize and streamline the company's credit, collections and A/R processes
- Prepare and distribute weekly, monthly, annual and, as needed, ad hoc reporting
- Participate in the development, testing, and implementation of new technologies to improve efficiency and effectiveness

Education

Bachelor's degree in Business, Finance or Accounting preferred; will consider years of experience in lieu of degree

Requirements/Qualifications

- Strong written and oral communications skills
- Working knowledge of Microsoft Office with intermediate to advanced Excel skills
- Solid data mining and analysis skills
- Detailed oriented with strong analytical and problem-solving skills
- Excellent time management and organizational skills
- Ability to multi-task and adhere to deadlines
- Results-oriented and strives for continuous improvement
- Ability to work well and collaboratively in a team environment
- Knowledge of liens and other security instruments
- Familiarity with analyzing financial statements
- Occasional Travel

Conditions of Employment

Successful candidate must submit to post-offer pre-employment physical examination, drug/alcohol screen, and background check. Some positions require FMCSA regulated on-going drug and alcohol testing.

