



DMG Corporation is a regional, independent sales agency for premier HVAC equipment representing engineered products designed and customized to meet our customer's specific needs. Distinguished company with excellent benefit package, including paid time off, paid holidays, 401(k) with an employer match and top tier medical, dental & vision coverage options available. We are growing and looking for talented, dedicated people to join our Team.

DMG Corporation is looking for a hands-on professional with inherent leadership qualities, superior attention to detail, and excellent Excel and computer skills. The Credit and Collections Assistant Manager will work from our Corporate Headquarters in Orange and work with our entities across California to help us properly maintain targeted cash flow, reduce receivables, ensure timely and accurate billing of customers, and supervise our accounts receivable team.

We are seeking an experienced candidate who has worked in a construction, manufacturing, or distribution company. The successful candidate will have excellent communication skills and supervisory experience. We will be implementing NetSuite and ideally would like a candidate who has recently used NetSuite or another ERP system.

Credit and Collections Assistant Manager responsibilities and duties:

- Monitors the credit and collection process and makes recommendations for improvements.
- Oversees the accurate and timely invoicing of customers.
- Analyzes documents and financial status to determine appropriate credit levels for both current and future customers.
- Oversees negotiation and course of action for overdue accounts.
- Reviews Terms and Conditions for proposed contracts and bidding process. • Manages the Preliminary Lien notification process, filing of Notice of Intent to Lien and Lien releases.
- Other duties as assigned.

Credit and Collections Manager qualifications and skills:

- 5+ years of experience in business-to-business credit and collections.
- Full understanding of the financial process and importance AR plays in achieving company profitability goals.

- Excellent attention to detail, with strong organizational skills.
- Strong problem-solving skills and establishes priorities in a fast-paced environment with multiple deadlines.
- Sharp, analytical thinking abilities, always seeking to draw connections and identify the "why".
- Ability to work independently and make confident and independent credit decisions based on company guidelines.
- Functions well in a team-oriented environment with effective skills in corporate communication.
- A master at multi-tasking.
- Excellent Excel proficiency.
- Familiarity with NetSuite is a plus. ERP experience is required (not QuickBooks).

Salary Range:

- \$60,000-\$70,000 (Non-Exempt)

Yulia Spearman

DMG Corporation | **HR Coordinator**

yulia.spearman@dmghvac.com

DMG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.