

Credit and Collections Analyst

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Company: Metabo HPT

Location: Braselton

Category: other-general

Credit and Collections Analyst - Full Time

Koki Holdings America Ltds currently seeking **Credit and Collections Analysts** to join their team in **Braselton, Georgia (30517)**

Metabo HPT is the new brand name for Koki Holdings America Ltd., formerly part of the Hitachi group. **Metabo HPT** offers an extensive line of professional grade power tools and accessories for woodworking, metalworking, drilling and fastening, concrete drilling and cutting, outdoor power equipment products as well as a complete line of pneumatic nailers, staplers, compressors and collated fasteners. From headquarters in Braselton, GA, and satellite offices in the United States and Canada, Metabo HPT supports over 4,000 retail locations and over 1,000 authorized service centers. Metabo HPT is a brand within Koki Holdings America Ltd.; the North American division of Koki Holdings Ltd. Visit www.metabo-hpt.com.

About the Job:

██████████ Collections assistant will ensure that all operational and analytical functions of credit and collections are carried out in an effective, timely and properly controlled manner. This will include ongoing and adhoc analysis of Credit and Customer Receivables, collections and conducting in depth credit analyses on customer accounts, recommending credit limits, releasing orders in accordance with company policy.

Work Location: Onsite

Ability to commute/relocate: Braselton, GA 30517: Reliably commute or planning to relocate before starting work (Required)

Physical setting: Office

Schedule: 40 per week (Monday to Friday)

Supplemental pay types: Bonus opportunities

Job Duties:

Analysis support of Accounts Receivable to report key indicators to management.

Proactive analyses of Accounts Receivable aging to ensure timely collections, highlight risks and ongoing issues with management on a timely basis.

Resolve billing and customer credit issues.

Performing detailed research and account reconciliations to identify and resolve delinquency and outstanding disputes.

Maintain and monitor existing accounts to identify overdue payments and increased risk.

Document daily collections activity.

Negotiates payment plans as needed with customers under direction of Credit Manager.

Data Entry of credit & debit adjustments.

Assist with high-volume customer account resolution.

Other administrative duties.

Adhere to Company policies and procedures.

Education:

Bachelors Degree or equivalent work experience.

Experience:

Must have:

3 to 5 Years of relevant experience in Credit & Collections, preferably in a consumer or industrial products company.

Advanced knowledge of Excel and ERP experience.

Proficient in understanding Accounting concepts.

Good to Have:

Working in a manufacturing or distribution company

Customer supplier portals

Proficiency in MS office software.

Microsoft Excel: 5 years

Collections: 3 years

Accounts receivable: 3 years

Skills and Abilities:

Self-starter, work well as a team player, but can work independently when appropriate.

Strong analytical and reporting capabilities, with attention to details.

Effective verbal and written communication skills.

Ability to collaborate multi-functionally across different levels of organization and high integrity.

Flexible and comfortable in a dynamic, fast-paced environment; ability to prioritize.

Benefits:

401(k)

401(k) matching

Dental insurance

Employee assistance program

Employee discount

Health insurance

Health savings account

Life insurance

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