

**CREDIT PROFESSIONAL****Department:** Accounting  
**Revised:** May 2019**Reports to:** Cost Accountant  
**Location:** All States Asphalt, Inc.

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**Position Summary:**

This position is an entry position in operational accounting. The credit professional is a skilled position that is responsible for full-cycle processing of customer payments, including receiving, depositing and applying customer payments, and taking steps to ensure timely payment of invoices. The candidate must have excellent data entry skills, analytical capabilities, and a passion for customer service. This is a non-exempt position and reports to the Cost Accountant.

**Essential Functions:**

- Daily opening of mail and processing of deposits, and reviewing electronic deposits
- Processing of deposits in accounting system to ensure accurate application of payments
- Monitoring accounts receivable reports to identify potential collection issues
- Support collection activities by making inquiries and advising various managers on account status
- Research account disputes, billing discrepancies and short payments to ensure timely resolution
- Identify and record potential credits and doubtful account reserves
- Perform credit inquiries for new customers, create, monitor and maintain customer files
- Create, monitor and maintain vendor files
- Other duties as assigned

**Skills Required**

- Basic knowledge of billing/credit processes
- Ability to enter a large volume of data timely and accurately
- Commitment to continuous improvement
- Proactive nature, with a sense of urgency to handle multiple tasks and deadlines in a fast-paced, ever-changing work environment
- Analytical focus to be able to identify trends, discover causes of variances, and identify improvement opportunities
- Intermediate skills with standard office software (MS Excel, MS Word, MS Outlook)
- Ability to analyze and follow detailed procedures, propose new procedures as needed
- Excellent oral and written communication skills

**Work Conditions**

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.

**Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, see, use hands, reach with hands and arms, handle, feel, talk, and listen. Employee may sit for an hour or more at a time. The employee must frequently lift and/or move up to ten pounds.

**Position Requirements:**

- High school diploma required, AS in Accounting preferred
- 3-5 years of general accounting experience to include payroll, accounts payable or accounts receivable (internal applicants may be appointed with less than this)

**Independent Action:**

Performs work independently within scope of established guidelines and practices.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must be able to pass a physical and drug screen. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.