

CREDIT PROFESSIONAL**Department:** Accounting
Classification: Full Time Hourly
Revised: November 2021**Reports to:** Cost Accountant
Location: Sunderland, MA

We are seeking an experienced credit and accounts receivable professional to join our accounting and finance team. This role conducts full-cycle processing of customer payments, including receiving, depositing and applying customer payments, and taking steps to ensure timely payment of invoices. In addition, cross-functional support is required with AP vendor setup and compliance monitoring. 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 Accounts Receivable Supervisor.

Critical job 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
- Assist in accounting projects outside of the credit and collections process as needed

Skills Required.

- Basic knowledge of billing/credit processes – experience in construction or materials is a plus
- 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)
- Comfortable with learning new software, in particular ERP and payment processing suites
- Ability to analyze and follow detailed procedures, propose new procedures as needed
- Excellent oral and written communication skills
- Ability to work overtime as needed due to the seasonal nature of our industry



PO Box 91
Sunderland, MA 01375
413-665-7021
www.asmg.com

Education and Experience Required.

- High school diploma required, AS in Accounting or related field of study 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)

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. While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands, reach with hands and arms, handle, feel, talk, and listen. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to ten pounds.

Work Environment.

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

Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

Position Requirements:

Strong communication, and problem-solving skills. Knowledge of DOT and regulations. Excellent organizational, analytical, interpersonal, and communication skills. Will be required to pass a physical and drug screen.

Independent Action:

Performs work independently within scope of established guidelines and practices. Self-starter, highly motivated Individual.

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.