



Job Description

Credit & Collections Supervisor

Date Posted: November 2019

Supervised By: Chief Financial Officer

Supervises: Credit and Collections Analyst

Duties & Responsibilities:

- Maintain all A/R records, customer information and invoice filing
- Customer contracts management
- Revenue recognition knowledge as well as margin analysis
- Run invoicing activities
- Prepare and record bank deposits
- Apply all payments and credits to customer accounts
- Create, supervise and implement Credit & Collections policies
- Execute collection activities keeping records
- Responsible for invoicing process for domestic Egg and Meat Divisions (International eventually)
- Responsible for progress billing process control and accuracy
- Prepare weekly listing of outstanding customer deposits
- Manage credit application process, providing thorough communications of results to appropriate personnel
- Solicits payments on delinquent accounts
- Review records and determines shipping status of delinquent customer accounts
- Informs other departments of delinquent customer accounts and solicits help from sales and customer service in collection activities when appropriate
- Determine when customer/distributor is to receive credit adjustment(s)
- Performs routine accounting assignments
- Prepare, audit, and distribute month end customer statements
- Participate in annual audit as required, including verification of customer balances, organization of audit schedules, and preparation of other relevant documents

Qualifications:

- Bachelor degree in Accounting (Revenue Recognition / Margins Analysis experience)
- Three years plus of Credit and Collection activities dealing directly with customers and Sales teams. Supervisor experience required (personnel and credit & collection activities)
- At least 3 years of Order Processing/ Invoicing Modules with integrated systems
- A+ experience with Enterprise II
- Excellent computer skills in MS Excel and Word – Advance level
- Hands on style (performing most activities directly)
- Detailed oriented with a high level of organization
- Outstanding written and oral communication skills
- Ability to work 40+ hours per week



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Big Dutchman, Inc. in Holland, MI (North America Headquarters) is a leading global provider of complete innovative systems for modern egg, poultry and pig production. We are committed to providing long-lasting and performance-enhancing solutions that meet farmer's future needs. Big Dutchman offers excellent employee benefits and competitive compensation. To learn more, visit our website at www.bigdutchmanusa.com.