



Sr. Credit and Collection Analyst Job Description

BRE Staffing, LLC is currently recruiting for Sr. Credit and Collection Analyst for our client located in San Ramon, CA. This will be a temporary assignment with the possibility of a permanent placement.

Our client is seeking a highly motivated, hands-on, results-driven Senior Credit and Collections Analyst to play a key role in a North America HQ Shared Services Credit & Treasury team. They are building an elite team that will help the company be successful while focusing on creating a dynamic, fulfilling, as well as a fun work environment!

Key Responsibilities:

- **Monitor and review aging portfolio assigned to ensure timely payments are received and identify delinquent accounts**
- **Make daily collection calls and/or send emails to distributors, partners for past due invoices, short payments, and disputes**
- Promptly send correspondence to customers in response to unauthorized deductions and request immediate repayments. Send follow up communications as necessary
- **Respond to inquiries and requests via email and AR email box from external and internal customers, within published SLA**
- Develop and maintain a rapport with distributors and partners to ensure payment are received within approved payment terms
- **Research and resolve account discrepancies, short payments, credit notes or overpayments**
- Partner with the sales organization to resolve invoice disputes and delinquent accounts
- **Keep detailed collection notes and recommend actions for delinquent accounts to management**
- Perform credit checks on new and existing clients to establish credit limits using Experian reports, credit application processing and spreading BS and PL financials
- Actively participate in quarterly collections forecasts, working with management to ensure goal is met
- **Assure timely release of orders and shipments on hold while reinforcing corporate credit collection policies**
- **Perform cash applications during the month end within published SLA**
- **Perform Month End close and reconcile AR to General Ledger, provide month-end statements/reports to internal and external customers**
- Assist in AR Receipts , Collections and Cash Flow forecasting
- Ad hoc reporting and analysis as requested by management



Qualifications

- 5+ years credit and collections experience required
- BS or BA in Accounting/Finance/Business preferred
- Ability to communicate in a clear and professional manner, oral and written
- Experience with SAP Hana required and working knowledge of Commercial credit reports
- Multi-task with the ability to accurately work in fast paced and ever-changing environment
- Ability to work effectively in a cross-functional team environment
- Self-motivated and quick learner
- Participate and provide feedback for improvements on department policies and procedures
- Proficiency in MS Excel and MS Word
- Strong analytical skills preferred