

Werner Electric Supply Credit Manager – Appleton, WI

Werner Electric Supply Company provides electrical and lighting products and services to industrial and electrical contractors and industrial automation professionals in Wisconsin, Michigan's Upper Peninsula and North Dakota. We are a company with a strong reputation for success, and each employee's role is critical to fulfilling the mission of our organization. We are dedicated to continual improvement in the distribution of quality product and services resulting in the long-term trust, profitability, and success of our employees, customers, vendors, and the communities we serve. All of these things are just part of what makes Werner Electric Supply Company such a great place to work!

Summary

Direct and coordinate activities of workers engaged in conducting credit investigation and collecting delinquent accounts of customers by performing the following duties:

Essential Duties and Responsibilities

- Audit delinquent accounts considered to be uncollectible to ensure maximum efforts have been taken before assigning bad debt to account.
- Coordinate with others, including personnel in company branches and credit card companies, to exchange information and update controls.
- Submit delinquent accounts to attorney or outside agency for collection.
- Assign workers responsibility for investigating and verifying financial status and reputation of prospective customers applying for credit, preparing documents to substantiate findings, and recommending rejection or approval of applications.
- Establish credit limitations on customer accounts and handle special credit arrangements or deviations from the standard terms of payment.
- Assign responsibility for investigation of fraud cases and possible legal action and collection for worthless checks and delinquent bills.
- Establish and update customers' credit activities.
- Review collection reports to ascertain status of collections and balance outstanding and to evaluate effectiveness of current collection policies and procedures.
- Assist management in the formulation of credit policies.
- Assist auditors in year end audits by providing them with information needed to perform their audit of the A/R credit function within the company.
- Track customer disputes until resolution is reached. May report these duties to appropriate Sales personnel.
- Other related duties as assigned.

Qualifications

- Bachelor's Degree or equivalent level of experience required. 1-2 years of related experience required.
- Strong written and oral communication skills required.
- Must be familiar with accounting, database, Internet, and word-processing software. Must be proficient in Microsoft Office Suite.
- Association with NACM preferred.

Werner Electric Supply is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.