



Credit and Accounts Receivables Analyst

Highland, IL

- Job Summary:** Perform customer credit research and analysis, research and analysis of customer account balances, collection activities of open receivables, cash application of payments received and properly recording transactions.
- Reports to:** Corporate Controller
- Essential Duties:**
- Accounts Receivables Duties:**
- Review customer accounts according to company collection procedures and address past due invoices with the customers working in coordination with the customer service and sales teams.
 - Input invoices into customer portals for a select group of customers and research portal issues for delayed or non-payments.
- Cash Application Duties:**
- Apply cash received from customers to the appropriate invoice.
 - Resolve all discrepancies in payments with the customer and working with the sales and customer service teams when needed.
 - Research, analyze, and address unapplied cash on customer accounts.
- Credit Duties:**
- Research and analyze new and existing customer financial health for establishing credit using available data such as financial statements, internet information, Dun & Bradstreet reports, and credit application information. Provide recommendations to the Corporate Controller for decisions on customer credit levels.
 - Maintain up-to-date credit & payment terms in the ERP system on all customer accounts in accordance to the credit policy.
 - Research and manage credit holds based on limits of authority and credit guidelines.
 - Maintain all customer credit files.
 - Research and identify customer legal affiliations to ensure credit is established for all related entities of customers we are doing business with.
- Miscellaneous Duties:**
- Assist with establishing and updating relevant policies on an as needed basis.
 - All other duties as assigned.
- Requirements:**
- 3 years of related credit and accounts receivables experience.
 - Excellent communication skills, both written and verbal.
 - Competent use of Microsoft applications and experience in Oracle a plus.



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Contact:

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company
Human Resources
12570 Route 143
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 251

Fax: +1 618.654.2351

Email: employment@basler.com

Benefits:

Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

Compensation:

We anticipate filling the Credit and Accounts Receivables Analyst position with an expected compensation range of \$22 - \$25/hour. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.