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## Confidential Posting

### Job Summary

**Location**

West Chester, OH 45069

**Industries**

Retail

**Job Type**

Full Time

Employee

**Years of Experience**

2+ to 5 Years

**Education Level**

Some College Coursework Completed

**Career Level**

Experienced (Non-Manager)

**Salary**

\$40,000.00 - \$45,000.00 /year

## Billing/Credit Supervisor

### About the Job

**Job Purpose:**

Maintains revenue by establishing, implementing, and controlling billing system; supervising staff.

**Duties:**

- \* Maintain a corporate credit policy.
- \* Recommend changes in the credit policy to senior management.
- \* Manage customer credit files.
- \* Monitor the credit granting and updating process.
- \* Responsible for tracking of dates regarding lien rights.
- \* Responsible for AIA billing.
- \* Responsible for collections.
- \* Meets billing operational standards by contributing billing information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying billing system improvements.
- \* Accomplishes billing departmental objectives by measuring billing results against plans; evaluating and improving methods; making required changes.
- \* Guides employee actions by researching, developing, writing, and updating billing policies, procedures, methods, and guidelines.
- \* Obtains revenue by resolving order and invoice disputes; maintaining customer relations; resolving problems with bank transfer.
- \* Approves credit memos by reviewing documentation.
- \* Updates job knowledge by participating in educational opportunities; reading professional publications.
- \* Accomplishes accounting and organization mission by completing related results as needed.

**Skills/Qualifications:**

Tracking Budget Expenses, Financial Skills, Process Improvement, Supervision, Problem Solving, Reporting Skills, Multi-tasking, Internal Communications, Informing Others, Reporting Research Results. Knowledge of credit related laws, mechanic lien laws of Ohio, Kentucky, and Indiana is helpful. Knowledge of RFMS software helpful. Must be able to work independently as well as with a team.

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