



Herff Jones, LLC

WE are accepting applicants for the below listed job opening:

JOB TITLE: Regional Credit Manager
DEPARTMENT: Corporate Credit – Finance Department
LOCATION: Herff Jones Corporate Headquarters – Administration Bldg.
Indianapolis, IN 46268

JOB QUALIFICATIONS:

- ♦ College graduate required, business degree preferred.
- ♦ Outstanding skills in both written and oral communication required.
- ♦ Knowledge of accounting and computer proficiency required. Experience in Excel, Word and Peoplesoft preferred.
- ♦ Analytical ability combined with the ability to make quick, accurate decisions.
- ♦ Ability to effectively manage multiple priorities.
- ♦ Travel within assigned territory as required.
- ♦ Strong organizational skills along with the ability to handle large volumes of activity.
- ♦ Excellent follow up skills.
- ♦ Proven credit/collections and Customer Service experience required.

JOB RESPONSIBILITIES:

- ♦ Review, analyze and contact, as needed, all accounts assigned by Corp. Credit manager.
- ♦ Conduct field record reviews of assigned sales representative Deliver & Collect accounts, as needed, in compliance with company field review procedures.
- ♦ Follow-up with plant, sales representative and sales management personnel for resolution of all credit/collection related problems, including field banking compliance. Investigate, document, and advise management of errors or problems relating to invoicing, shipping, quality, etc.
- ♦ Instruct College and Scholastic sales representatives on proper accounting procedures and company financial policies.
- ♦ Support and enforce all applicable company policies.
- ♦ Inform management of any violations of company financial policies.
- ♦ Present recommendations on collection of receivables and granting of credit on assigned accounts.
- ♦ Monitor new order deposit receipts and application. Review, analyze and contact appropriate sales management, sales representatives and plant personnel as needed.
- ♦ Monitor compliance of ACH and Field Bank programs.
- ♦ Prepare and analyze credit bureau reports for prospective sales representatives.
- ♦ Recommend to Corp. Credit Manager enhancements to current systems and procedures to improve efficiency and reduce costs.
- ♦ Special projects as assigned.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THIS POSITION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN OR ANCESTRY, VISUAL/NON-VISUAL DISABILITY, DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA.