



Job Title: Receivables & Credit Specialist

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|-------------------------|---|-------------------------|-----------------------------|
| Division: | Admin (shared services) | Job Code: | 700 |
| Location: | 8955 Sunnyview Rd NE Salem, OR 97305 | Travel Required: | Seldom |
| Level\Pay Range: | Specialist \ \$55 to \$75,000 annually | Position Type: | Full Time, salary Exempt |
| Reports to: | Controller | | |

Job Description

PURPOSE

The primary purpose of this job is to develop and maintain the overall Pratum and Mountain View Seeds customer credit program according to management guidelines and goals, fulfilling **Pratum’s mission is to be an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

TASKS & RESPONSIBILITIES

- Run and mail monthly customer statements in a timely way
- EDI setup, maintenance, and transmission
- Post customer payments by recording cash, checks, and credit card transactions
- Collect on late accounts by sending statement reminders and working with customers
- Initiate and develop collaboration with management and sales teams to create a written, comprehensive, and relevant credit policy
- Credit assessments and appropriate determinations for new accounts per credit policy
- Credit assessments and appropriate determinations for delinquent accounts per credit policy
- Ensure timely credit to qualified borrowers, ensuring a positive customer experience
- Assist customers with information on 3rd party lenders when applicable
- Negotiate (re-negotiate) payment plans, terms, and conditions per credit policy and in communication with respective manager(s)
- Work on improvements to the debt collection process, resolve loan issues
- Maintain accurate records of financial activity
- Run weekly A/R Aging reports to monitor collection progress and determine tasks to be completed for the given week
- Provide financial and operational status reports and feedback to division managers

EXPECTATIONS

- Comply with international, federal, state, and company policies, procedures, and regulations,



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maintaining familiarity with the employee handbook

- Function in a way that fulfills Partum’s Values:
 - **Integrity:** always doing the right thing
 - **Safety:** committed to a safe environment for our employees and customers
 - **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
 - **Results Oriented:** delivering on your promises
 - **Teamwork:** respecting one another with humility, working with the ag management team
 - **Stewardship:** careful and responsible management of our resources and environment
 - **Customer Service:** exceeding expectations of those we serve
- Passionate engagement with Pratum Co-op, motivated to contribute to company success
- Flexibility: the ability to adapt quickly to a changing business environment
- Possess proven analytical, positive problem-solving solutions for the customer and the company

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- BSc degree in accounting or related field preferred
- 5+ years of experience in successful credit processing and analysis

PREFERRED SKILLS

- Excellent verbal and written communication skills
- Strong critical thinking and decision-making skills
- Skill in differentiating significant and insignificant customer credit issues
- Proficiency with accounting systems; Microsoft Office products: Word, Excel, Outlook, etc.
- Strong organizational ability
- Attention to detail, while managing multiple tasks

| | | | |
|---------------------|--------------------------|------------|---|
| Prepared By: | Mark Garland, HR Manager | Date: | July 24, 2020 |
| Approved By: | | Date: | Click here to enter a date. |
| Last Updated By: | | Date/Time: | |
| Employee Name: | | Email: | |
| Employee Signature: | | Date: | |



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Physical Requirements

General Notes:

This is job requires long office hours

Tools & Equipment Used:

Typical office and computer equipment

ENDURANCE

Sitting
Standing
Walking
Change Positions?

| Never | Seldom 1-5% | Occas. 6-33% | Freq. 34-66% | Continuous 67-100% | Total Hours At one time | Total Hours in a work day |
|-------|----------------|-----------------|-----------------|-----------------------|----------------------------|------------------------------|
| | | | | X | 2 | 8+ |
| | | X | | | | |
| | | X | | | | |
| | | X | | | | |

LIFTING AND CARRYING

1-20 lbs
21-50 lbs
51-75 lbs
>75 lbs

| Never | Seldom 1-5% | Occas. 6-33% | Freq. 34-66% | Continuous 67-100% |
|-------|----------------|-----------------|-----------------|-----------------------|
| | | | X | |
| | X | | | |
| X | | | | |
| X | | | | |

Maximum # lifted/carried without assistance 80 **Lifts/carries exceeding this weight are done with 2 people or lift device**

OTHER PHYSICAL REQUIREMENTS

Bend/Stoop
Twist
Crouch/squat
Kneel/Crawl
Walk-Level surface
Walk-Uneven surface
Climb Steps/Ladder
Work at heights
Reach at or above Shoulder
Use of Arms, Wrist
Use of Hands grasping/squeezing
Operate foot controls

| Never | Seldom 1-5% | Occas. 6-33% | Freq. 34-66% | Continuous 67-100% |
|-------|----------------|-----------------|-----------------|-----------------------|
| | | X | | |
| | X | | | |
| | X | | | |
| X | | | | |
| | | | X | |
| | X | | | |
| X | | | | |
| | X | | | |
| | | | | X |
| | | | X | |
| X | | | | |

ENVIRONMENT: Inside 100 % of time Outside % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Employer Representative(s):

Print Name Title Signature Date

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