

Collections Analyst

Holland Landing, ON

About Us

Inscape is a design enabler. We have been saying Yes since 1888 with a versatile portfolio of systems, storage and wall products that are adaptable and built to last. With care and consideration, and more than a century of expertise, our philosophy is to always do what we can to say Yes.

About the Role

To invoice, reconcile, monitor credit limits and collect accounts receivable. The Collection Analyst reports to the Corporate Controller. The working conditions are 100% office.

Primary Tasks & Responsibilities

- Participate in processing new dealer applications and recommending credit limits.
- Collecting money on a timely basis.
- Processing of payments and adjustments in the computer system.
- Approving orders before shipment, ensuring that credit limits are adhered to.
- Ensuring that unauthorized deductions are not taken.
- Recommending changes to credit limits.
- Responsible for accommodation accounts.
- Prepare/issue Proforma and other manual invoices after acquiring appropriate approvals
- Responsible for customer account analysis
- Support cash application during vacation coverage
- Other duties as assigned

Knowledge, Skills, Abilities & Education

- Thorough knowledge of current collection practices.
- Well versed with computer applications, such as Microsoft Office and Accounts Receivable programs.
- Intermediate accounting knowledge and ability to understand statistics such as DSO.
- Basic understanding of Commercial Law.
- Able to analyze credit reports and recommend credit limits.
- Well-developed organizational skills.
- Advanced verbal and written communication skills.
- Ability to collect money from customers on a timely basis, without disrupting the business relationship.

- Strong interpersonal skills.

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**