

## **Collections Analyst**

*Holland Landing, Ontario*

### **About Us**

Inscope has supported the evolution of the workspace since 1888. A versatile portfolio of systems, storage, walls and seating products addresses the diverse needs of today's office with solutions that stand the test of time – built to last and inherently flexible. Dedicated to delivering innovative solutions with care and expertise, Inscope is here to help you make life at work better.

### **About the Role**

The Collections Analyst will monitor customer accounts and ensure credit limits are adhered to.

### **Primary Tasks & Responsibilities**

- Processing new dealer applications and recommending credit limits.
- Collecting money on a timely basis.
- Processing of payments and adjustments.
- 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.

### **Knowledge, Skills, Abilities & Education**

- College Diploma or University Degree required.
- Thorough knowledge of current collection practices.
- Strong computer skills.
- Strong excel and reconciliation skills required.
- Intermediate accounting knowledge and ability to understand statistics.
- Basic understanding of Commercial Law.
- Able to analyze credit reports and recommend credit limits.
- Well-developed organizational skills.
- Strong 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](mailto:careers@inscapesolutions.com).

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

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