

Area Credit Supervisor

Basic Purpose:

Supervises the Area Credit function; administers the credit policy and procedures governing the credit activities of the Area; assists in managing the investigation of credit risks and approvals of credit terms extensions and limits.

Analyze credit risk, determine credit worthiness of potential customers and approve terms and limits for new Area customer accounts; ensure proper and complete documentation is obtained for all new accounts.

Assists in managing the open account receivable portfolio to insure prompt and timely collection of all open items, when necessary, design and implement payment plans or Notes receivable on past due accounts; initiate, monitor and manage the filing of UCCs or other security interest filings, when necessary.

Assist in managing customer credit issues/resolutions with the Sales Department, deciding which accounts are deemed uncollectible within the Area and assigning them to the Third Party Collections group at the corporate office.

Report on Area AR Reserve.

Manage to Best Practice work streams and processes.

Assist Credit Manager with compliance of all regulatory requirements including internal Sarbanes Oxley controls.

Support staff of 3 Area Credit coordinators

Required travel 5-10%.

*****EOE Race/Color/Religion/Sex/Sexual Orientation/Gender Identity/National Origin/Protected Veteran/Disability Status*****

Education/Training:

- High school diploma or equivalent required; Bachelor's degree preferred

Related Experience/Requirements:

- A minimum of 3 years credit/accounts receivable experience required.
- Foodservice distribution or similar distribution experience preferred.
- Previous experience working in a lead or supervisory capacity preferred.
- Overnight travel may be required to participate in trainings, meetings, or other company events.

Knowledge/Skills/Abilities:

- Working Knowledge in Power Point, Word, Outlook, and Excel skills required.

- Good analytical and problem-solving skills required.
- Must be detail oriented and have strong organizational, oral and written communication skills. Knowledge of business law as it relates to credit, bankruptcy specific to claims-admin, preferences and defenses is desirable.
- Strong interpersonal and communication skills are required to work cooperatively with individuals at all levels within the area and with internal and external customers.
- Familiarity with Credit Evaluation utilizing trade reference Dun and Bradstreet and Equifax data required.