

**Position: Credit Analyst**

Anixter is a leading global distributor of Network & Security Solutions, Electrical & Electronic Solutions and Utility Power Solutions. We help build, connect, power and protect valuable assets and critical infrastructures. From enterprise networks to industrial MRO supply to video surveillance applications to electric power distribution, we offer full-line solutions, and intelligence, that create reliable, resilient systems that sustain businesses and communities. Through our unmatched global distribution network along with our supply chain and technical expertise, we help lower the cost, risk and complexity of our customers' supply chains. If this is a culture you want to be a part of, we invite you to join Anixter, a place where inclusion and diversity is valued, and continuous improvement is a way of life.

The successful candidate will be responsible for an account's receivable portfolio within our Electrical & Electronic OEM division. Performs credit, accounts receivable and collections functions. Responsible for maintaining professional relationships with internal and external contacts, including operations, sales and customers. Supports team to achieve cash flow and operating expense goals, including days sales outstanding, past due percentage, bad debt expense, etc.

**Detailed Description**

- Monitors past due invoices and make a high-volume of collections contacts via phone, e-mail, or customer portals.
- Works with the customer to determine root cause of dispute for unpaid or short-paid invoices. Identifies and documents detailed reason.
- Performs customer account reconciliations, including research of unapplied cash, and credits and unearned discounts.
- Evaluates collectability of unearned cash discounts, finance charges, small dollar invoices, etc. and performs write-offs of uncollectable amounts within their level of authority.
- Obtains appropriate credit information to rate credit worthiness of new and existing accounts within assigned portfolio.
- Reviews orders on credit hold by assessing credit worthiness of customers, including financial ratings, open invoices, in-process payments and backlog, and makes recommendations for order release to supervisor.

**Experience/Skills**

- Credit Experience: 2 years minimum
- Knowledge of computer system applications: Microsoft Office, Outlook, Excel, and Word; required
- Strong written, oral communication and interpersonal skills with a positive disposition; required
- Reliable with strong organizational skills and solution-oriented philosophy; required
- Ability to work independently as well as in a team environment; required
- Strong attention to detail with a passion for accuracy; required
- Ability to prioritize tasks and demonstrate a willingness to accept new challenges; preferred
- Familiarity with order to cash cycle; preferred

**Education**

- Bachelor's degree in accounting, finance, supply chain or business; preferred
- Associate degree in accounting, finance, supply chain or business; required
- Licenses/Certifications/Designations: NACM or similar; preferred

At Anixter, we are highly committed to the training and development of our employees. We offer a competitive salary package based on experience, benefits package including 401(k), and unlimited growth potential. Anixter offers a great working environment that is both highly professional, yet informal. We promote a relaxed, open-door atmosphere, along with entrepreneurial ideas and actions on the part of all employees. At Anixter, we believe "everyone should do what they do best." Anixter is an Equal Opportunity/Affirmative Action Employer.

ONLY RESUMES THAT INCLUDE SALARY REQUIREMENTS WILL BE CONSIDERED. Visit our web site at [www.anixter.com](http://www.anixter.com).