

CREDIT AND COLLECTION SPECIALIST

THE JOB

As part of the Credit team, the key objective of this position is to provide professional credit & collection services to Weston Forest that maximizes sales while minimizing bad debt in an efficient and consistent manner.

HOURS OF WORK: 8:00AM – 5:00PM

DUTIES & RESPONSIBILITIES

Collection Responsibilities

- Collection of outstanding receivables.
- Documenting communication with customer in our collection management system.
- Reconcile invoice / payments on problem accounts.
Coordinate disputed issues between customer and Sales to bring resolution in a timely manner.
- Make recommendations on high-risk accounts by providing options (securities, payment methods & follow-up).
- Advise Director of Risk Management when changes exist in customer information.
- Special collection reports as required by management.
- Maintain and enhance the positive impression of the Credit & Collection Department in the eyes of all WFP associates.

Credit Responsibilities

Responsibilities in this area will be shared between all associates within the Credit team, and may include the following responsibilities:

- Setting up new accounts and assisting in annual credit reviews for existing active accounts as per policy.
- Management of customer credit files and customer system files.
- Maintain all credit related spreadsheets.
- Ensure that trade supplier relationships are maintained to ensure that the WFP has the ability to obtain supplier trade information when required.
- Account monitoring, using a number of credit sources.
- Other responsibilities as requested by the Director of Risk Management.



KNOWLEDGE & SKILLS REQUIRED

- Minimum 2-5 years in a progressive credit analyst / specialist role
- Understanding of credit fundamentals including, third party credit services and financial statement analysis.
- Experience in credit insurance would be an asset.
- Bachelor's Degree coupled with a Certified Credit Professional (CCP) designation and/or working towards a CCP designation would be an asset
- Excellent communication, presentation & inter-personal skills.
- Team player with strong initiative, positive outlook and high energy to assist as required to meet team goals.
- Highest standards of integrity, accuracy & time management.
- Proficient MS Office skills.

All candidates are required to be fully vaccinated.

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "*YOU'LL LOVE DOING BUSINESS WITH US*".

Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

