



highway two, llc
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JOB DESCRIPTION Accounts Receivable/Credit

Position Title: Accounts Receivable/Credit Analyst
Reports To: Finance Manager
Department: Accounting

Principal Role:

Own the Accounts Receivable and Credit Operations for Highway Two

Essential Duties(Daily):

- Review credit limits and terms for current customers
- Review requests for new customers wanting terms and open credit
- Work with outside reps regarding new & existing accounts
- Enter check payments received by mail
- Process Canadian credit card payments
- Process credit card and ACH payments as they are received
- Process Auto Payments- daily payments & sending reminders for upcoming payments
- Daily ACH report to Accounting Department
- Collection of past due accounts- both by phone & email
- Update Daily Hold Report & send to Inside Sales Staff
- Approve or hold orders based on credit limits, pending payments, & past due invoices
- Assist customers with daily needs- sending invoices & credit memos, answering questions regarding payments & account status
- Process NSF items
- Credit Adjustments

Essential Duties (Weekly):

- Aging Detail
- Process account holds
- Update auto payment book

Bi-Weekly:

- Account Update for outside reps
- Provide Detailed Aging Summary for SR USA

Monthly:

- AR delinquency by Rep
- AR cash expectation/cash flow report
- Credit agency reporting
- SICA reporting

As Needed

- Resale Tax certificates
- All other duties assigned

Preferred Qualifications:

- 4-6 years experience in credit management
- Past experience working with customers and suppliers
- Continuous improvement mindset
- Experience in action sports industry
- Familiarity with large retail customers

Work Environment:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.