



CAREER OPPORTUNITY

Location	Elie Branch	City	Elie, MB
Position	Credit Manager	Job ID#	5599
Reporting To	Controller	Grade	7
To Apply to this Position	<ul style="list-style-type: none"> ➤ Please go to: www.Agwest.com ➤ Click “Careers” ➤ Select a job and then hit “Apply Now” 		
Position Overview	<p>Our Credit Manager is responsible for all credit and collection activities and equipment financing within AgWest. Our Credit Manager is also responsible for managing the accounts receivables for the Branch ensuring monies owed to AgWest are paid in a timely manner in order to minimize our bad debt expense.</p> <p>Note: <i>The preferred location would be based out of Elie, but there will be flexibility depending on the candidate.</i></p>		
Key Accountabilities	<ul style="list-style-type: none"> • Work closely with the sales team and sales administration department, to obtain financing for new and used equipment. • Complete/review equipment financing contracts and provide official sign-off for AgWest. • Provide supervision and leadership to the Accounts Receivable (A/R) Coordinator and any other staff potentially assigned the Credit department, as the team evolves. • Supervise and support processing of monthly A/R statements and manage the collection of overdue payments, in conjunction with the A/R Coordinator. • Support processing of new credit applications. • Review and formally approve credit extensions and monitor accounts for proper credit limits. • Create, maintain and enforce AgWest specific credit policies and procedures; ensuring proper training and documentation is provided to applicable staff. • Handle customer account inquiries, participate in credit requests and dispute resolutions. • Create and maintain customer account information within AgWest/Toromont Database Systems and financing deal files including processing all equipment deal paperwork and related follow-up for payment. • Maintain current registrations with the Provincial Personal Property Registration System. • Place and monitor applicable accounts with a collection agency. • Recommend and initiate legal action for collections when required. • Ensure proper application of cheques, cash, VISA and credit notes to the customer accounts is completed by staff. 		
Key Qualifications	<ul style="list-style-type: none"> • Post-Secondary Education in Business Administration and a strong Accounting capability. • 3-5 years of effective credit and collections experience. • Certified Credit Professional (CCP) designation, or in progress, is preferred. • Solid business acumen with the ability to analyze customer’s Financial Statement. • Strategic with excellent negotiation, analytical and problem solving skills. • High attention to detail, with exceptional organization and multi-tasking skills. • Customer centric with excellent communication, organizational and interpersonal skills with strong relationship building capacity. • Self-motivated, independent and assertive team player with the ability to work at all levels of management to resolve customer disputes. • High integrity and able to effectively prioritize multiple tasks with a sense of urgency in a fast-paced environment. • Highly computer and systems literate with proficiencies in various accounting software including experience with MS Office applications. • A valid Driver’s Licence and clean Driver’s Abstract. <p style="text-align: center;"><i>AgWest is an equal opportunity employer who recognizes and values diversity.</i></p>		

Internal applicants must apply online no later than May 2, 2019.