TOMY International, Inc.
POSITION DESCRIPTION

JOB TITLE: Credit and Collection Rep

EFFECTIVE DATE: April 2022

OVERALL SUMMARY: Maintains credit limit/holds and reduces account receivable balances via verbal and written communications with customers. Works closely with customer service and sales force to resolve unauthorized deductions and miscellaneous problems. Performs complex and diverse accounts receivable duties requiring independent analysis.

EDUCATION: Associates degree in Business Administration required or equivalent

EXPERIENCE: Minimum of 2 - 3 years of previous experience required or equivalent

PRIMARY RESPONSIBILITIES:

- Interfaces with customer's Accounts Payable department via telephone, web and/or letter to collect delinquencies and/or solve billing problems and deductions.

- Investigates cause of billing/payment discrepancies and obtains appropriate documentation for resolution where applicable.

- Maintains the central data base and/or historical files to ensure ready access to accurate information.

- Automates documentation and maintains/enhances computing skills and mainframe program to increase department effectiveness.

- Match and post daily cash to customer accounts; investigates and resolves discrepancies to ensure monthly budget for cash is met.

- Reviews credit risks for granting credit to new customers or in the review of credit extension risks.

- Compiles data to prepare a variety of reports in spreadsheet or other formats.

- Furnishes credit references to other companies requesting information.

Must have a strong customer focus, excellent communication skills, self starter, works well independently, technical skills, detail oriented, works well with people, possess interpersonal skills, and ability to exercise good judgment.

We are looking for people who are passionate about being part of a diverse team, where different backgrounds, experience and opinions are valued and incorporated into our daily work. We want to welcome people into our company that like to collaborate, take on challenges and value a wide variety of global views about consumers, brands, processes and products.

If interested and qualified email your resume to hr@tomy.com.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this classification.