



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	Credit Manager
<b>Business Unit / Group Function</b>	ODC BU
<b>BU Team / Sub-Function</b>	US Finance
<b>Location</b>	Edison, NJ
<b>Team Leader</b>	Controller
<b>Team Members</b>	N/A
<b>Job Level</b>	4B
<b>Role Purpose</b>	
The Credit Manager is responsible for all aspects of credit, collection and accounts receivable.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Lead the overall Credit and Collections functions including: Evaluate clients' creditworthiness; Analyze customer credit limits based on available data and propose updates as needed through the credit management tool; Oversee and manage order release reports, collecting payment, and overseeing cash application; Bad debt management. Make collection calls on overdue accounts, reconciliation of account discrepancies and negotiating payment schedules; Ensure General Ledger and Accounts Receivable sub Ledger in balance; Resolve deductions and bad debt write-offs, and establishing new accounts; Perform Monthly Balance Sheet reconciliations for all AR account; Follow compliance procedures with state/federal laws.</li><li>• Ensure compliance with Group Accounts Receivable and Credit policies through the CARE process.</li><li>• Support the accounting close with the allowance for doubtful accounts calculations, ensuring accurate results are delivered on time for reporting in accordance with Group Policies and IFRS.</li><li>• Build effective relationships with the local sales and customer relations team and Group Finance members, to identify and resolve collections and revenue risks</li><li>• Work cross functionally with the GTS and Group Finance Systems teams to help drive key system initiatives and system improvements.</li><li>• Identify areas for continuous improvement in the Order-to-Cash programs by reviewing company policies and advising management on possible risks.</li><li>• Other responsibilities include but are not limited to participate in special projects, system implementations and enhancements, or ad hoc analyses as assigned.</li></ul>	