



Credit/Collections Administrator – Vista, Ca

At Solatube International, Inc., we pride ourselves on manufacturing the world's #1 Tubular Daylighting Device. Our ability to accomplish this goal is based primarily on the people we hire. We look for adaptable, self-motivated, passionate, creative team players. If this sounds like you, why not bring your talents and skills to Solatube International, Inc.?

We are in search of a Credit/Collections Administrator who will work out of our corporate office in Vista, Ca. This is an excellent opportunity for a motivated individual who consistently seeks personal challenges and professional rewards. Solatube International, Inc. offers a unique environment that fosters individual growth and rewards performance. You'll be surrounded by people who are passionate about what they do.

In this position, you will manage accounts receivable including evaluation and issuance of credit, collection of accounts, processing RMA's and working with the sales team to release orders to our customers. This highly transactional position will work closely with the sales and accounting team. The successful candidate will be a strong communicator, who's experienced in the credit/collections process and will have an extensive ability to problem solve. The candidate will provide a high level of service to internal and external customers in accordance with established policies and procedures.

Responsibilities:

- Processes and completes credit process for new and existing customers using credit references to determine credit limit and terms
- Set up new customers in accounting systems and determine sales tax rate
- Obtains and maintains reseller certificates
- Releases pending orders in suspense as needed
- Processes RMA's
- Posts cash receipts including checks, wires, cash, and credit cards
- Issues check requests for customers requesting refunds
- Routinely performs account reconciliation to resolve discrepancies
- Makes collection calls
- Works with collection companies on obtaining outstanding balances

Requirements:

- High school or equivalent degree required
- Accounting certificate preferred
- 2-4 years of Accounts Receivable experience
- Excellent communication, organizational and mathematical skills
- PC Competent including MS Office Suite
- Team players and customer service dynamo
- Experience in ERP systems a plus

Benefits:

We offer growth potential for motivated professionals, great compensation, and full benefits including matching 401k, bonuses based on individual performance, dental insurance, medical insurance, pre-tax accounts for health care, paid sick time, and paid company holidays.

*Solatube International, Inc. is an Equal Opportunity Employer. Employment contingent upon successful completion of background investigation. Drug-free work environment. Only candidates whose profiles closely match requirements will be contacted during this search.