



JOB DESCRIPTION

Position Title: Credit Analyst
Department: Accounting
Location: Delta, BC

Job Status: Permanent, Full-time
Reports To: Accounting Supervisor

Akhurst's Mission, Values, and Behaviours

Akhurst's Mission is to enhance customer profitability by providing effective machinery solutions and support.

Our core values are Be Customer Centric, Walk The Talk, and Go the Extra Mile.

We reflect our values through our behaviour. Our actions build trust, creating a safe environment for people to show initiative, encouraging communication that is direct, open and respectful. We invite diverse thinking and work collaboratively, recognizing that once decisions are made, they are respected and acted upon.

How this Position Supports Akhurst

The Credit Analyst is responsible for approving credit and securing revenue payment, verifying and posting receipts and resolving discrepancies. Akhurst relies on Credit Analyst to make good business decisions that reflect an effective use of company resources.

Duties and Responsibilities

Reporting directly to the Accounting Supervisor, the duties and responsibilities of the Credit Analyst includes, but are not limited to, the following:

Accounts Receivable Processing

- Establish appropriate customer terms and credit limits;
- Generate customer invoices according to terms of sale;
- Monitor customers' receivable accounts to ensure timely payment, following up on delinquent accounts with customers and liaising with sales staff and management as appropriate;
- Process customer payments within one business day;
- Investigate and resolve any invoicing queries, requesting credit notes when warranted;
- Maintain accurate and up to date accounts receivable files and records;
- Reconcile and analyze customer accounts, preparing accounting reports (including bad debts analysis) as required and within specified timelines; and



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- Liaise with logistics and accounting staff with day to day and month end accounting activities including supplier payments, shipments, and customer deposits.
- Support a culture of continuous improvement by recommending and implementing changes to company processes where appropriate.

Sales Support

- Process and register sales contracts in the appropriate jurisdiction within specified timelines;
- Collaborate with the Account Representative, Service Coordinator or sales management, relaying operational issues preventing collections;
- Communicate payment receipt to release outbound shipments; and
- Preparing leasing quotes and coordinating contracts for customers within specified timelines.

Minimum Requirements

- Secondary School diploma and some post-secondary education in accounting and/or credit management would be an asset.
- A minimum of 5 years' experience in credit and collections with a small to medium sized company;
- Familiar with ERP systems and intermediate level knowledge of Microsoft Word and Excel;
- Highly organized, detail-oriented with a high level of accuracy and thoroughness;
- Ability to take initiative and be proactive, with exceptional follow-up skills;
- Proven ability to work well under pressure and meet deadlines for critical tasks;
- Exhibits sound and accurate judgment;
- Ability to deal with difficult individuals in a professional and diplomatic manner;
- Motivated and energetic, with a positive attitude and a pleasant, calm demeanour; and
- Strong verbal and written communication skills.

Working Conditions

- Work normal business hours and may, from time to time, be required to do some work in the evenings or outside normal working hours;
- Able to work on a computer for long periods of time;
- Able to concentrate for extended periods and maintain attention to detail and accuracy;
- Able to stay focused and productive in a busy, open area office; and



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- Able to manage multiple customer orders and deadlines.

This document will be reviewed for changes.

Reviewed By:	Date:
Approved By:	Date:
Last Updated By:	Date: