1. Reviewed customer files on regular basis to make sure receivables were in sound condition.
2. Analyzed customer data such as financial statements to determine level of risk involved for extending credit.
3. Assessed credit risk and analyzed financial statements.
4. Gathered loan documentation for underwriting.
5. Placed customer accounts on hold due to past due payments.
6. Worked in tandem with sales team and customers to negotiate payments and verify account reconciliations.
7. Conducted presentations to upper management and executive teams for loan recommendations.
8. Complied with internal controls and government regulations.
9. Contacted customers and requested financial documentation.
10. Controlled credit exposure by providing financial order management support to minimize risk and obtain timely payment.
11. Conducted financial review of customer lines of credit by assessing company financials and initiating credit application reviews.
12. Made decisions and recommendations about extending lines of credit.
13. Minimized accounts receivable collections and reconciled customer billings and statements.
14. Performed credit reviews on corporations to assess financial conditions.
15. Improved understanding of financial statements, which helped in assessing risk.
16. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
17. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
18. Offered friendly and efficient service to all customers, handled challenging situations with ease.
19. Worked with [type] customers to understand needs and provide excellent service.
20. Completed minor preventative maintenance and mechanical repairs on equipment.