1. Collected data and performed trend and variance analysis to mitigate risk arising from bad debt.
2. Collaborated with management to evaluate credit strategies and develop improvements.
3. Reported key performance indicators to department heads for management of positive cash flow and to adjust credit risk policies and procedures.
4. Maintained full knowledge of current regulatory environment and made proactive adjustments to meet changing requirements.
5. Provided resources and expertise for conversion, validation and training required for company-wide software updates.
6. Investigated and evaluated customers for creditworthiness and potential risk factors.
7. Monitored accounts for signs of fraud and non-payment issues.
8. Wrote and implemented standard operating procedures for credit personnel to achieve consistency in unit operations.
9. Referred delinquent accounts to collections department or outside resources.
10. Oversaw all reporting, documentation and recordkeeping requirements for department.
11. Negotiated settlements and payment terms with customers through [Action].
12. Developed strategies to expedite payments and customer resolutions.
13. Analyzed applicants' financial status and credit and property evaluations to determine loan feasibility.
14. Obtained and interpreted financial statements to assist in credit limit reviews.
15. Optimized credit approval and collection processes, improving operational efficiencies by over [Number]%.
16. Reviewed and analyzed loan procedures.
17. Utilized deep understanding of industry best practices and legal requirements to prevent critical incidents.
18. Performed semi-annual account credit limit reviews and credit increase review requests from financial service and sales teams.
19. Streamlined processes for early identification of potential credit system and monitoring problems.
20. Work cross-functionally with sales, management and other departments to maintain effective operations.