

70 Years of Building Value Into Building Products

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air--indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

For our Zeeland, Michigan facility we are looking for a **Credit Analyst**

The ideal candidate for this position will have a degree in accounting or finance. This person will be responsible for reviewing and approving customer credit applications, periodic credit reviews, accounting for cash received from customers, communicating credit and collections policies, collecting past due amounts and accounting for our rebate and co-op program. This role will have a significant impact on the Company's cash flow by supporting sales efforts to generate revenue, collecting payments in a timely manner, and minimizing the risk of bad debt losses. This individual must maintain positive relationships with customers and peers while negotiating sensitive financial agreements and transactions. Excellent communication skills, both written and verbal, is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the credit application process to ensure timely decisions. This includes the analysis of Dunn and Bradstreet reports, personal credit reports, payment history and other relevant financial information.
- Performs periodic credit reviews of existing customers.
- Applies the Company's credit and collection policies, practices, and procedures to oversee assigned customer accounts. Works with other departments to ensure that customer needs and organizational goals are met. Shares information and works jointly with other staff to resolve customer issues (e.g. purchase order deviations, duplicate billing and credit reconciliation).
- Supports continuous improvement efforts related to all AR, credit and collection processes.
- Manages standard collection procedures for timely collection of accounts receivable. Takes appropriate actions to reduce risk of default and prevent past due account balances.
- Develops and maintains relationships with both domestic and international customers to ensure timely receipt of payments. Works with customers to resolve disputes and/or discrepancies while maintaining a positive business relationship.
- Prepares the volume rebate/co-op credit accrual calculation and reconciliation each month, and produces annual budget figures for this program.
- Ensures appropriate record retention procedures are followed.
- Creates ad-hoc reports, completes month-end activities and supports year-end audit and closing activities.
- Performs other duties as necessary in support of departmental goals.

CANDIDATE REQUIREMENTS:

- Bachelor's degree in Accounting/Finance or related field.
- 3+ years of credit/AR, or accounting experience preferred.
- Demonstrated credit/financial analysis skills.
- Keen understanding of business policies, corporate structure and financial acumen.
- Demonstrates problem-solving skills. Sound judgment required to work independently and make decisions that meet company goals and objectives.

- Must be detail-oriented and accurate.
- Ability to communicate effectively with people at all levels throughout the organization.
- Strong written, verbal, and interpersonal communication/negotiation skills.
- Must be able to independently research and recommend new processes, technology enhancements, etc.
- Thorough understanding and ability to use all computerized systems including, database systems, MS Office and Oracle preferred.

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>