

Interested candidates must apply online at www.hach.com

Analyst II, Credit

Purpose of Position

To protect the company's investment in accounts receivable by making accurate and timely credit and collections decisions. Perform thorough analysis and provide recommendations on the company's top revenue accounts by considering the customer's financial condition. Act as a resource for others in the department.

Essential Functions

- Manage and maintain the receivables region for top revenue accounts (managed, key, corporate & distributor accounts)
- Maintain accounts receivable balances and credit limits up to \$1.5M
- Reduce DSO, backlog and percent delinquent for the same group
- Provide documentation to customers as required and resolve account discrepancies promptly and accurately
- Act to allow maximum sales, minimum bad debt and increased margins
- Review major orders and contracts to ensure minimal company risk; recommend & coordinate changes as required with customer and company sales department.
- Monitor, evaluate and communicate changes in credit risk for assigned portfolio of accounts; recommend changes in terms or credit limits
- On an annual basis, diligently review audited financial statements for all top revenue generating accounts; evaluate risk and recommend credit limit adjustments to promote sales or protect the company's investment
- Analyze financial statements, Dun & Bradstreet reports, Business Credit USA, credit applications and other credit reports to establish new accounts and appropriate lines of credit
- Work closely with sales force or other cross functional areas to maximize cash flow by ensuring adherence to company credit and collection policies
- Compile, analyze & publish monthly department reports including DSO, bad debt, credit holds and unapplied cash.
- Maintain and reconcile (monthly) GL accounts including bad debt reserve, return reserves and bid bonds
- Develop relationships with internal team; coach & mentor others by sharing credit & collection knowledge / best practices (ie – liens, etc)
- Develop relationships with customers to promote increased satisfaction and loyalty
- Recommend delinquent accounts for outsource to third party collection vendors.
- Participate in and support DBS activities to achieve continuous improvement.

Non Essential Functions

- As required, review & analyze orders on credit hold to determine creditworthiness
- Participate in policy deployment as required

Education, Background and Skill Requirements

- Bachelors degree in Business, Finance or Accounting preferred
- 5 years credit & collections experience preferred
- Thorough understanding of accounting principles preferred
- Strong communication skills (verbal & written) and with high degree of tact and diplomacy required
- Strong computer skills including Microsoft Office applications (Excel and Word) required
- Strong time management & prioritization skills required
- Ability to coach & mentor others preferred
- Oracle software experience preferred
- Strong business acumen preferred
- International credit & collections experience preferred

Revised: March 8, 2011

PRE-EMPLOYMENT TESTING

External hiring into this position is contingent upon the successful completion of a pre-employment drug screen and background check and possible credit history review.

Hach is an Equal Opportunity Employer

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **occasionally** required to reach with hands and arms. The employee is **constantly** required to sit. The employee may **occasionally** squat, turn/twist, or reach. The employee is **constantly** using hands to: finger, handle, feel or operate objects, and computer keyboards. The employee is **occasionally** required to walk, stand, climb, balance, stoop, bend, kneel, crouch or crawl, and talk, hear, and smell.

The employee must **occasionally** lift, carry, push or pull up to **20 pounds**.

Specific vision abilities **required** by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment consists of an indoor, work or home office environment with good ventilation, adequate lighting, and low noise levels.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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