

MBA Home Building and Remodeling Show - Job Posting

Company Name: Hallmark Building Supplies, Inc.

Job Title: Credit Manager

Pay range (optional):

Start ASAP

Company Website: <https://www.hllmark.com/>

Contact for job posting: Ariana Bodenbach
262-408-4247
HR@hllmark.com

Job description
and information: Become an Associate Owner!

Create a foundation for you and your family's future and become an Associate Owner of Hallmark Building Supplies, Inc. We are a 100% employee-owned company through an Employee Stock Ownership Plan (ESOP)

What does life at Hallmark look like? We CARE about your wellbeing.

- Work Life Balance. Enjoy 3+ weeks of paid time off annually, plus 9 paid holidays.
- Retirement Saving Incentives. With our 401(k) company match and ESOP contributions.
- Reap the Benefits. Receive our MyBonus up to 5% of annual salary.

What will you do?

- Maintain detailed documentation of all collection efforts.
- Review and monitor credit sources, credit files, customer applications and delinquent accounts.
- Research disputed account balances and resolve issues.
- Communicate account and credit limits to customer, Customer Service and Business Development Team.
- Review customer credit applications, establish and communicate credit terms based on Hallmark parameters.
- Perform application of cash to accounts derived from multiple sources.
- Responsible for calculating and applying for supplier credits and invoices.
- Support external and internal audits as needed.
- Perform special projects and other duties assigned by Chief Financial Officer.

What will you need?

- Associate Degree or equivalent combination of education and experience.
- Three to five (3-5) years of practical experience related to the field.
- Ability to communicate effectively, both verbally and in writing, using complex sentences, and proper punctuation, spelling, and grammar.
- Knowledge of basic accounting principles/functions.
- Ability to balance multiple priorities and approach work proactively.
- Ability to perform detailed work accurately and to initiate and maintain necessary follow up.
- Ability to analyze problems and identify possible methods of resolution.
- Build and Maintain strong working relationships with internal and external partners.
- Proficient in MS Office and ERP systems.