KEYENCE Corporation of America

Title: Credit & Collections Specialist

Location: 669 River Dr, Elmwood Park, NJ 07407

Job Type: Full-Time (Entry Level)

Compensation Type: Salary  
Wage: $56,840 base + $8,780 bonus

Start Date: ASAP

Job Description: Conduct credit analysis for both new and existing customers. Approve or deny the extension of credit according to pre-established guidelines of Keyence. Collect past due payments while exhibiting professional and effective communication skills for optimal outcome. Should possess the ability to swiftly obtain and analyze complex financial data with complete accuracy from multiple available sources.

Primary Responsibilities:

- Researching and examining credit risks by assessing credit history and performing updated credit checks on active accounts
- Releasing orders that meet approved credit terms
- Approving or disapproving the extension of credit on new accounts
- Review invoicing, purchase orders and other documentation to resolve billing disputes and ensure prompt collection
- Collection Calls and/or correspondence in a fast paced, goal oriented department
- Reduce and maintain a low percentage of past due collection amount primarily by telephone or email
- Reduce and maintain a low percentage of pending due to customer cash receipts
- Perform other assigned tasks and duties necessary to support the Accounts Receivable Department
- Work with collection agencies and legal counsels, as necessary, to reconcile delinquent accounts
- Respond to inquiries from other departments as well as customers
- Maintain and update relevant records, files, and information to the database
- Proactively inform sales members of problem orders and accounts, enlist their efforts, when necessary, to accelerate the collection process
- Proactively identify areas to improve credit operation efficiency and initiate projects to achieve such improvements
- Proactively determine proper escalation procedure for delinquent accounts
- Understand and observe company / department policies and procedures
- Other duties or projects, as assigned

Qualifications:

- Bachelor’s degree (preferably in Business Administration, Finance or Accounting)
- 2 - 5 years of experience in credit & collections - entry level
- Knowledge of Billing and Collections procedures
- Knowledge of Windows-based applications
- Proficient business writing and oral communication skill
- Ability to establish and maintain pleasant yet forceful interpersonal relationships
- Strong attention to detail, goal oriented
• Ability to prioritize, multitask and organize daily workload
• Proactive handling of dispute resolution
• Commitment to excellent customer service

**Application Instructions:** Please submit an application at [www.keyence.com/careers](http://www.keyence.com/careers).

**About the Organization:** KEYENCE Corporation is a global leader, serving over 200,000 customers in over 100 countries. With annual sales exceeding three billion dollars KEYENCE has been named one of Forbe's “World's Most Innovative Companies.”

As a leading supplier of sensors, measuring systems, laser markers, microscopes, and machine vision systems worldwide, KEYENCE is at the forefront of factory automation. We strive to develop innovative and reliable products to meet the needs of our customers in every manufacturing industry.

In addition to our world-class products, KEYENCE offers a full range of services to further assist our customers. Our technically trained direct sales force is able to solve tough applications and answer technical questions about our products. We also provide fast shipping so customers can improve their processes as quickly as possible.

KEYENCE is dedicated to adding value to our customers by combining superior technology with unparalleled support.

**Disclaimer Information:** Keyence Corporation is an equal opportunity employer that does not discriminate in employment and ensures equal opportunity for all persons regardless of their race, religious creed, color, national origin, ancestry, citizenship, nationality, age, sex or atypical hereditary cellular or blood trait of any individual, genetic information, physical disability, mental disability, medical condition, marital status, pregnancy, family responsibility, affectional or sexual preference/orientation, veteran status, liability for service in the armed forces of the United States, refusal to submit to genetic test or make available the results of genetic test or any other reason protected by state or federal law. If, due to disability, you are unable to complete this online application, please fax your request for a reasonable accommodation or expression of interest to (201) 474-9177.

E-VERIFY: If you are selected for this position, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 on your hire date will be verified through the DHS "E-Verify" system. Federal law requires Keyence Corporation of America to use the E-Verify system to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies within eight (8) Federal government work days as a condition of continued employment.