

A/R and Credit Manager

GLOBAL LOGISTICS

Baltimore, MD 21230 (Fort McHenry/Locust Point)

Shapiro is 103-years old, but we're not your grandpa's logistics company. Come work for one of the most respected global logistics firms in the country who boasts top compliance experts, creative import/export specialists, a dedicated pricing group, and a dynamic IT department. We stay ahead of the curve.

We're small enough to offer growth & learning opportunities, but strong enough to compete across the globe.

JOB DESCRIPTION

At Shapiro, our A/R and Credit Manager will work under the supervision of the Controller to provide management direction and professional development to the Accounts Receivable and Credit team. You will supervise all aspects of credit, accounts receivable and cash collection. As a hands-on Manager, our ARC Manager will also monitor credit applications, credit holds and customer relationships. Shapiro seeks a willingness to learn the intricacies of our industry, while utilizing your past experiences to offer new ideas and processes.

Examples of duties include:

- All essential management functions related to hiring, developing, and retaining AR staff.
- Document, enhance, re-engineer and implement new processes and procedures.
- Assist with weekly A/R reporting to company President and senior managers.
- Assure adequate coverage of the accounts receivable department at all times
- Supervise all accounts receivable, credit and cash posting functions. Close monitoring of the A/R Aging, ensuring proper review and collection processes are in place.
- Ensure high quality credit and collection procedures that comply with the law.
- Maintain the corporate credit policy, recommending changes to the credit policy for review by senior management.
- Assure timely collection of monies due to the company.
- Monitor and report on deviations from credit standards.
- Manage cash applications making sure all cash receipts are applied properly.
- Analyze and monitor D&B credit reports and alerts for potential risk adjustments.
- Analyze customer accounts for potential credit limit adjustments.
- Update and maintain AR insurance coverage and associated reporting.
Investigate and resolve customer queries and credit holds on accounts/shipments.

SKILLS

Ability to remain engaged and focused. Excellent written and verbal communication skills. Ability to problem-solve. Project management skills to handle a variety of tasks. Ability to utilize current tech tools to increase efficiency and AR solutions.

- Excellent attention to detail and accuracy.
- Must be proactive with strong customer service skills, critical thinker, problem solver, able to be resourceful, organized, detail and team oriented.
- Proficiency with computers and Microsoft Excel, Word and Outlook.
- Consistently reports for work as scheduled, on-time and ready/able to perform job responsibilities.
- Must pass both a background and credit check.
- Ability to effectively communicate with a variety of contacts, vendors, and departments required (internal and external customers).
- Discipline to implement and follow Standard Operating Procedures.
- Team player able to build trust and prove dependability.
- Aptitude to be cross-trained and contribute.
- Ability to handle various tasks simultaneously under high pressure and within time constraints.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent combination of educational and professional work experience; focus in Accounting preferred.
- Minimum 5-7 years of progressive experience in accounts receivable and credit/collections, including a minimum of 2 years of supervisor experience with a demonstrated ability to manage, mentor and develop staff.
- Experience with accounting system migrations a plus.

ABOUT SHAPIRO

Samuel Shapiro & Company, Inc., a third generation family-owned business founded in 1915, provides creative and flexible logistics services. With four offices and worldwide strategic alliances, Shapiro is the supply chain partner that delivers customized, compliant, and reliable solutions to address its customer's specific import and export needs. Only Shapiro has an experienced and personable staff that truly cares and commits themselves to proactively achieving its customers' business goals.

CONTACT US!

Please send all resumes via email to:

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