Become an integral part of an organization that’s built and driven by people who create innovative products. Our commitment to cutting edge technology and customer satisfaction makes us a leader in the chemical proportioning and dispensing industry. Based in Cincinnati, Ohio, Hydro has international offices to service a variety of industries in every nation with business units in the USA, Australia, England, Brazil & China. For more information, visit www.hydrosystemsco.com. Interested candidates can apply to directly to Eric Grothaus, VP of Human Resources at egrothaus@hydrosystemsco.com.

**JOB DESCRIPTION**

**POSITION/JOB TITLE:** Credit Manager

**REPORTS TO:** Chief Financial Officer

**PRIMARY RESPONSIBILITIES/ DUTIES:**

- Leads the customer credit approval process
  - Analyzes applicants’ ability to pay and determines appropriate credit limits
  - Monitors changes in customer profile and adjusts credit limits, as needed
- Leads the customer collection process
  - Establishes effective processes to follow-up with delinquent accounts
  - Communicates internally and externally on collections
  - Develops/improves procedures to minimize impact on internal operations
- Responsible for cash application, including handling of adjustments to accounts
- Coordinates with internal departments on credit related issues- mainly Customer Service, Sales and Operations
- Monitors credit performance at international business units
  - Tracks collection efficiency and follows up where necessary
  - Mentors/trains international personnel in credit practices
- Management of credit staff (currently one person)
- Other duties as assigned

**EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- Bachelor of Accounting Degree – strongly preferred
- 5+ years experience in credit and collections
- Fully capable on Microsoft Office products- Excel, Word, Outlook
- Experience in working with Accounts Receivable/Cash Management modules of ERP systems
- Strong analytical skills
- Excellent organization and follow-up skills, detail oriented
- Dependable worker with strong work ethic
- Good verbal and written communication skills
- Team Player