



enesco.

JOB DESCRIPTION

Job Title: Credit Analyst
Department: Credit
Reports to: Senior Manager Accounts Receivable and Credit
Revision Date: 2010

Definition of Enesco's business:

Enesco, LLC, is a global leader in the giftware and home and garden décor industries. Serving more than 44,000 customers worldwide, Enesco distributes products to a wide variety of specialty card and gift retailers, home décor boutiques, mass-market chains and direct mail retailers. With subsidiaries in the United Kingdom, France, Canada and Hong Kong, Enesco serves markets operating in Europe, the Americas, Australia and Asia. The company's product lines include some of the world's most recognized brands including Heartwood Creek® by Jim Shore, Foundations®, Our Name is Mud®, Gund®, Boyds®, Country Artists®, Walt Disney Classics Collection®, Disney Traditions™, Border Fine Arts™, Cherished Teddies®, Bilston & Battersea Enamels®, and Lilliput Lane®, among others. Further information is available on the company's Web site at www.enesco.com.

Position Summary:

Responsible for collecting, maintaining and managing an assigned Accounts Receivable portfolio via telephone and written correspondence including but not limited to stated goals regarding DSO, delinquency and bad debt using established policies and procedures. Other tasks include order review/release and some credit analysis.

Essential Functions/Major Responsibilities:

1. Answers incoming calls and initiates outgoing calls to customers.
2. Handle questions regarding the accounts receivable balance and payment status, make payment arrangements with customers.
3. Determine when an adjustment to an account may be required, given the defined accounting controls and procedures.
4. Work with customers to properly apply any payments received, reconcile any misapplied payments.
5. Negotiate payment plans and settlements, with management's approval, on past due balances.
6. Assist Sr. Credit Manager with credit analysis and credit limit tasks as may be assigned.
7. Run daily reports to prioritize collection activity.
8. Process credit card payments received through Customer Service or by phone calls from customers.
9. Mail or fax to customers invoice copies, statements, proofs of delivery and/or tracking information.
10. Determine and recommend placement of accounts to a collection agency or for bad debt write-off.
11. Correspond with sales reps regarding issues with their accounts – continue communication and support.

12. Assist with cash application in peak periods.
13. Address all other account's receivable issues on a timely basis.
14. Other tasks as may be assigned.

Experience, Competencies, and Education:

1. Four-year college degree required and at least 3 years of related experience in a business-to-business organization.
2. Must be proficient in current software packages, preferably Peoplesoft.
3. Excellent communication skills required, both oral and written.
4. Excellent interpersonal and customer service skills required.
5. Must be highly organized and able to handle multiple tasks in a high-volume environment.
6. Highly motivated and an independent worker, but also a team player.
7. Basic to intermediate Excel skills required

Compensation and Benefits:

The company will offer a highly competitive compensation and benefits package.

Physical Demands & Work Environment:

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.

- Light physical effort equal to frequent lifting or moving of lightweight materials.
- Regularly required to sit or stand, bend and reach.

Qualified candidates may apply via email to resume@enesco.com.