

## **Position Objective and Responsibilities**

### **Job Title: Credit Manager**

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Reports To:                      General Manager

### **Position Objective**

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To ensure that credit policies of the cooperative are adhered to; credit goals are achieved; and accurate business records and sound bookkeeping procedures are maintained.

### **Position Responsibilities**

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The credit manager's responsibilities involve credit application processing, the credit policy, the check acceptance procedure, debt collection, reporting, profitability, and other duties as assigned by the general manager.

The credit manager will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

### **Credit Applications**

The credit manager will process all credit applications.

1. Work with the general manager to develop a system to process credit applications
2. Establish good public relations with lending officers of all banks, FHA's, federal land banks, and PCAs in the trade area
3. Have all new accounts fill out a credit application
4. Review information on applications
5. Check applicants' references and check credit rating with the credit bureau
6. Approve or reject credit applications
7. Establish credit limits
8. Explain credit policy thoroughly to new credit customers
9. Maintain up-to-date and complete credit files; back all accounts with a credit application

### **Credit Policy**

The credit manager will enforce and uphold the cooperative's credit policy.

1. Make credit terms known to all employees and customers
2. Enforce credit collection procedures as outlined by the general manager
3. Do not charge to customers on COD
4. Do not extend credit to customers who have not been approved
5. Do not authorize customer charges that exceed set credit limits
6. Keep all personal accounts current
7. Attend all credit meetings

### **Check Acceptance Procedure**

The credit manager will develop and enforce a check acceptance procedure

1. Work with the general manager to develop a check acceptance procedure
2. Contact the district attorney to learn what information must be on checks
3. Train employees on the check acceptance procedure

### **Debt Collection**

The credit manager will actively work to recover debts owed to the cooperative.

1. Review accounts receivable daily
2. Pursue collection of accounts previously written off

### **Reporting**

Reporting involves keeping the general manager informed on the status of accounts.

1. Furnish a list of problem accounts and their status to the general manager each month
2. Analyze aging of accounts and review them with the general manager monthly
3. Keep accurate records of contingent liabilities and provide an itemized list to the general manager monthly
4. Project monthly credit balances and accounts receivable aging annually; review them with the general manager

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### **Profitability**

The credit manager will establish and achieve the profitability goals identified in the annual budget.

### **Other Duties**

The credit manager will perform other duties as assigned by the general manager.