

## Basics

Job Title Credit Representative I  
Reports To Credit/Accts Receivable Manager  
FLSA Status Exempt  
Direct Reports No

## About Mizuno

Mizuno USA's roots stem from its parent company, Mizuno Corporation. Mizuno Corporation was established in Osaka, Japan in 1906 by Rihachi Mizuno. Today, Mizuno USA is located in Peachtree Corners, GA and continues to manufacture and distribute high quality golf, baseball, softball, running, track & field, and volleyball equipment, apparel, and footwear.

Since our founding, we have taken special pride and pleasure in being able to participate in the exciting world of sports and providing sports equipment of the highest quality. Each and every one of us is guided by the ideal of true sportsmanship. That was true over 100 years ago and is still true today. It is evident in our corporate philosophy which, simply stated, is "Contributing to society through the advancement of sporting goods and the promotion of sports."

Are you a competitor driven by overcoming extraordinary challenges? Are you motivated by being a critical team member? Do you aspire to join a brand that makes a difference in the communities we serve? Mizuno USA is seeking top performers like you carry on the legacy of one of the world's most iconic sporting goods brands.

Every Mizuno USA teammate is a champion of our Mission and commitment to one another and athletes everywhere as they strive for ultimate achievement at every level of competition.

Let us know if you're game-ready!

## Summary

Credit Representative I will be required to achieve and maintain the most current AR portfolio for a given territory, which includes a reduction in DSO by performing any and all functions necessary to resolve all open AR.

## Essential Duties and Responsibilities

The AR/Credit Specialist will perform tasks like the following:

- Proactively manage assigned territory through regular and frequent outbound contact with customer. Initiate timely collection activity for payment on past-due accounts. Document customer notes with every contact.
- Research and resolve any and all issues that cause any cash amount to be past-due in the designated portfolio by maintaining the cleanest possible A/R.
- Control chronically past-due accounts by initiating and/or arranging appropriate payment plans.
- Negotiate with internal and external customers in a manner that will assure continued strong business relations while protecting the company's bottom line.
- On a daily basis, review and release orders on accounts for held orders whose balance and condition require a manual and independent decision; proactive credit review is required.
- Reconcile customer accounts by resolving any problems that prevent timely payments. Assist customers with credit/collection reconciliation problems to resolve outstanding balances.
- Follow established guidelines on collection techniques and procedures.

- Effectively use available investigative resources to understand customer's business and perform due diligence, including analysis of sales growth, quality of management, and Mizuno's share of sales.
- Review established credit limits up to \$50K by analyzing credit data and financial statements and granting increases as sales volume changes.
- Adjust credit limits as needed based on credit concerns. Analyze risk in extending credit.
- Determine when an accounts are uncollectible and recommend outside agency assistance.
- Submit changes to Customer Master Data as needed.
- Make optimum use of credit and collections software.
- Provide world-class customer service to internal and external customers.
- Provide coverage for other Credit Representatives' territories as needed.
- Communicate regularly with Credit Supervisor regarding activities.
- Handle sensitive information in a confidential manner
- Perform other Accounting duties as assigned

### **Qualifications**

- 5+ years credit/collections experience, preferably in distribution environment
- 2+ years customer service experience
- 2+ years JD Edwards/OneWorld A/R experience preferred
- IBM Notes experience preferred
- Accounts Receivable knowledge/experience a plus
- Proficiency in MS Office suite, including MS Outlook email and calendar management
- Intermediate knowledge of MS Excel, including pivot tables and VLOOKUP function
- Excellent negotiation skills and ability to achieve win-win outcomes
- Excellent oral and written communication skills
- Exceptional organization and time management skills
- Character traits of dependability, integrity, and positivity
- Attention to detail and ability to spot discrepancies
- Ability to initiate action proactively, follow up on tasks, and focus on achieving goals
- Ability to work independently with minimal supervision, as well cooperate with team members
- Ability to build rapport and modify behavior to facilitate personal interaction and business results

### **Physical Demands/Essential Functions**

- Prolonged periods sitting at a desk and working on a computer in an open office environment.
- Must be able to lift up to 15 pounds at times.

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*Whenever possible, Mizuno USA, Inc. strives to promote from within if the skills and necessary qualifications meet the requirements for the position. Internal and external candidates will be considered for the position and the best candidate will be hired.*

*Mizuno USA, Inc. is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment and will not be discriminated against based on their race, gender, disability, veteran status or other protected classification.*

EOE M/F/D/V

Visit <https://www.careers-mizunousa.com/jobs> to apply, or send your resume and cover letter to [mizunocareers@mizunousa.com](mailto:mizunocareers@mizunousa.com) and include the Job Title in the Subject line.