**Credit Coordinator**

Janome America is a distributor of household and computerized sewing machines; a subsidiary of Janome Sewing Machine Company, Tokyo, Japan, who are one of the world’s largest manufacturers of home sewing machines and leaders and innovators in the home sewing industry. Janome currently has a full time opening at its corporate headquarters in Mahwah, NJ for a Credit Coordinator in the Credit Department.

Summary:

The Credit Coordinator supports the functions of the Credit Supervisor. This position is responsible for collecting past due balances to maintain cash flow, keeping the Credit Supervisor informed at all times. The successful candidate must keep accounts current by maintaining positive interaction between the company and its customers.

Essential Job Functions:

* Maintain a vast account base
* Review sales orders for credit worthiness prior to releasing
* Maintain “in” daily receivables and run month end reports
* Handle special projects involving customer data
* Assist Accounting Department in monthly end processes and reports
* Maintain Excel spreadsheets for projects

Skills/Requirements:

* Bachelor’s Degree in Accounting/Finance or equivalent combination of education and experience
* 3-5 years of accounts receivable/credit & collections experience
* Excellent customer service skills are required with the ability to temper difficult situations
* Must be strong willed, while at the same time maintain a positive attitude and professionalism as well as a high degree of confidentiality
* Experience in the accounting field with a good aptitude for math
* Knowledge of collection laws and procedures
* Excellent written and verbal communication skills
* Intermediate to advanced skills in Microsoft Excel and Word are required

Candidates responding to this posting must currently possess the eligibility to work in the US.

Janome America offers an excellent benefits package including medical, dental, vision and 401(k); paid vacation, sick and personal days, and 11 paid holidays.

Please submit cover letters and resumes to [Janomehr@janome-america.com](mailto:Janomehr@janome-america.com)