



**Patterson Pump Co**

## **CREDM Credit Manager 2A**

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**Department:** Accounting

**FLSA Status:** Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Monday - Friday 8:00 a.m. - 4:30 p.m. Additional hours as required.

**Job Status:** Full Time

**Reports To:** VP Treasurer

**Amount of Travel Required:** None

**Positions Supervised:** One Accounting Clerk

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### **POSITION SUMMARY**

Analyze credit data and financial statements of customers to determine the degree of risk involved in extending credit.

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### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions Statement(s)**

- Analyze credit data and financial statements to determine the degree of risk involved in extending credit or lending money.
- Generate credit reports with Experian or Dunn and Bradstreet.
- Consult with customers to resolve complaints and verify financial and credit transactions.
- Prepare reports that include the degree of risk involved in extending credit.
- Compare liquidity, profitability, and credit histories of establishments being evaluated with those of similar establishments in the same industries and geographic locations.
- Review commercial customer files to identify and select delinquent accounts for collection.
- Confer with credit association and other business representatives to exchange credit information.
- Review credit applications from customers and use independent judgment in setting customer credit limits.
- Evaluate customer records and set payment terms based on payment history, purchase activity, and credit score.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to

hazard assessments and/or accident investigations.

- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Judgment - The ability to formulate a sound decision using the available information.
- Decision Making - Ability to make critical decisions while following company procedures.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Reliability - The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accuracy - Ability to perform work accurately and thoroughly.
- Accountability - Ability to accept responsibility and account for his/her actions.

## **SKILLS & ABILITIES**

**Education:** Bachelor's Degree (four-year college or technical school) Preferred, Field of Study: Business

**Experience:** None

**Computer Skills:** MicroSoft Office and Share Point

**Certifications & Licenses:**

**Other Requirements:** Perform any duties as required by manager.

## **PHYSICAL DEMANDS**

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

Stand O  
 Walk O  
 Sit F  
 Manually Manipulate F  
 Reach Outward O  
 Reach Above Shoulder O  
 Climb N  
 Crawl N  
 Squat or Kneel O  
 Bend O  
 Grasp F  
 Speak F

**Lift/Carry**

10 lbs or less O  
 11-20 lbs O  
 21-50 lbs N  
 51-100 lbs N  
 Over 100 lbs N

**Push/Pull**

12 lbs or less O  
 13-25 lbs N  
 26-40 lbs N  
 41-100 lbs N

**Other Physical Requirements**

- Vision (Near)
- Ability to wear Personal Protective Equipment (PPE) - Hearing and eye PPE

**WORK ENVIRONMENT**

Office

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.