



3955 Quadra St. Victoria, BC • 250-479-7151

Credit Manager

We are a premier lumberyard supplying a wide range of construction materials to commercial and residential construction projects throughout the greater Victoria area. This includes but is not limited to dimensional lumber, plywood, drywall, insulation, steel stud, mouldings & millwork, doors and windows.

Job Overview:

The Credit Manager is responsible for the development of and adherence to the company credit policy and to ensure the minimum exposure for the company towards bad debt from accounts receivable, customer cheques, payment etc.

Required Accountabilities:

- Develop and maintain a credit policy for the company
- Supervise and approve all credit applications
- Investigate credit references
- Establish credit limits and terms of payment for each account in accordance with company policy
- File and manage liens and other instruments of collection
- Monitor account aging reports and communicate to Store General Manager and Department Managers those accounts that have been put on "credit hold"
- Ensure that outstanding accounts receivable over 60 days have been flagged as "credit hold" on company POS system
- Contact principals of delinquent accounts and maintain a liaison with them to ensure collections of outstanding balances
- Work with the General Store Manager and Department Managers in establishing credit limits for contractor account credit limits, based on size of construction project. They could include requests for lines of credit, financial statements, cash flow charts, and projections etc. to ensure minimum exposure for the company
- Contribute to the implementation of lean manufacturing principles

- Assume other duties as requested by Management

Job Requirements:

- Degree in Accounting, Business Administration or other finance affiliated profession
- 3+ years in an accounts receivable environment, coupled with at least one year experience in a supervisory role including knowledge and experience with the Builder's lien process and small claims procedures
- Experience in dealing with leases (automotive industry) is an asset
- Ability to work under conditions of pressure and adjust to urgent situations
- Excellent computer and business organization software proficiency
- Detail oriented with disciplined work habits

If you have the qualifications that we are looking for to join our team please submit your resume and cover letter. We are a well-established company within which there is room for advancement for the individual whom demonstrates conscientiousness, diligence, honesty, integrity, critical thinking and is a self-starter.

Apply today at careers@lumberworld.net to learn about your future as a team member of Lumberworld.