

Basics

Job Title AR/Credit Specialist
Reports To Credit/Accts Receivable Manager
FLSA Status Non-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

Ensures the proper recording of payment information to a customer's account. Follows established procedures for cash applications. Analyzes short pays, chargebacks, disputes, and any other irregularity in payments and notifies credit representative. Verifies, investigates, and resolves customer disputes/deductions. Analyzes accounts receivable aging reports to ensure timely and accurate cash applications. Ensures Sales & Use Tax compliance, including but not limited to on-going and timely maintenance of resale exemption certificates. Provides financial analysis and support to the finance team.

Essential Duties and Responsibilities

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

- Post payments from bank deposits and apply customer payments to open receivables
- Run applicable aging reports, reconcile customers' accounts, and assist Credit Reps with maximum collection and issue resolution
- Analyze short-pays, chargeback disputes, and any other irregularity in payments
- Verify, investigate, and resolve disputes/deductions
- Develop working knowledge/understanding of all Key Account vendor compliance guides and customer pricing programs
- Develop working knowledge of Sales & Use Tax rules and regulations and the company's policies and procedures related to Sales & Use Tax compliance

- Maintain Accounts Receivable customer files, including cash receipt records, resale certificates, credit card information, etc.
- Continuously evaluate current policies and recommend process improvements
- Reconcile customer accounts by resolving any problems that prevent timely payments
- Handle sensitive information in a confidential manner
- Provide support for internal and external audits
- Manage collection efforts and associated functions
- Perform other Accounting duties as assigned

Qualifications

- Bachelor Degree in Accounting or a related field
- Demonstrated knowledge of basic Accounting
- 3+ years Accounts Receivable experience, with an emphasis on aging, analysis, bank deposits, chargebacks/credit memos, payments, credit card receipts, month-end/year-end close, and reconciliation
- Accounts Receivable specialist certification a plus
- Sales & Use Tax experience a plus
- Strong math ability and communication skills
- Organization, time management, and follow-up ability
- Proficient in Microsoft Excel
- ERP experience a plus
- Dependability, positive attitude, and attention to detail
- High level of accuracy, efficiency, and accountability
- Able to work independently as well as with a team
- Expert project management and organization skills
- Problem-solving and research skills

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.

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 and include the Job Title in the Subject line.