

We are Exotic! Your ISO 9001 Certified Supply Partner.

For over 50 years, Exotic Automation & Supply has prided itself on being problem solvers with one goal in mind: to improve customer productivity and profitability.

Exotic Automation & Supply is a Northwest Detroit Industrial Supplier and Manufacturer.

Services Include:

- **Automation and Controls:** Design, manufacture and supply hydraulic and pneumatic equipment and components.
- **Hose and Fittings:** Distribute hydraulic, pneumatic, industrial hose and fittings.
- **Custom Manufacturing:** Design and fabricate custom molded urethane, rubber and machined plastic components.
- **Gasketing:** Provide standard gaskets and manufacture custom die cut and spiral wound gaskets.
- **Industrial Materials:** Distribute a wide variety of plastic, rubber, packaging, tools, anti-fatigue matting and relating products.
- **Supply Chain Management:** Commodity management, kits, bin fill programs and mobile service and repair.

Exotic's Accounting Department is currently looking for an Entry Level Accounts Receivable Analyst to join the team in a *full-time* capacity.

The Accounts Receivable Analyst is part of a dynamic team in a fast-paced environment. The team is responsible for management of all aspects of a complicated and diverse accounts receivable portfolio, and each team member is given responsibility for a specific set of customers and responsibilities.

Outstanding candidates for this position will have demonstrated ability to work in a fast paced environment while maintaining accuracy and meeting deadlines.

This position is vital to the Accounting Department and is a great opportunity for the right candidate to demonstrate the capability to influence positive change in an exciting, dynamic and growing company while building a comprehensive knowledge of the business.

Essential Responsibilities:

- Make new customer credit approval decisions and existing customer credit hold decisions
- Review weekly accounts receivable aging, review customer credit statuses and make changes as necessary
- Review and process customer credit holds/releases
- Monitor activity on all assigned accounts and initiate collection calls on past due items in a proactive timely manner
- Contacting customers via phone or email to secure payment or payment commitment on past due invoices
- Identify, research, and resolve issues with customer billing. Work with appropriate departments internally, and with customer externally, to resolve
- Develop and maintain positive relationships with customers and internal team
- Customer payment processing/application
- Answer incoming calls and emails with professionalism and provide knowledgeable answers to customers and internal departments
- Identify and implement processes/activities to reduce occurrence of invoice discrepancies
- Participate in special projects, process improvement initiatives, and other duties as assigned or requested

Desired Knowledge, Skills, and Experience:

- High School Diploma (Required), Associate's degree in accounting or finance preferred
- Previous Accounting Experience
- 2+ years of Accounts Receivable/Collections experience preferred
- Excellent customer service attributes
- Proficient in Microsoft Office, particularly Excel
- Strong decision-making, negotiation and problem-solving skills
- Detail oriented, highly organized with excellent time management skills
- Ability to work in a face paced environment
- Strong interpersonal skills necessary to effectively work with associates, customers, and management team. Demonstrated teamwork approach with co-workers utilizing skills in oral communication, active listening, written and oral directions and cooperating with and assisting others when needed

Qualified candidates expressing interest in this position must electronically submit credentials, with salary history, on our website:

www.exoticautomation.com

Phone calls and walk-ins will not be accepted

Note Position ID: 012ARANA0119

EEO/AA Employer