



## **CREDIT ASSISTANT (CREDIT DEPARTMENT)**

### **Syosset**

AFA Protective Systems, Inc., an established fire alarm, security, installation and monitoring company, is searching for a motivated individual as a Credit Assistant to provide support to the Credit Department in our Syosset, NY office.

The right candidate will provide support to the Credit Manager and assist with the Credit Department's needs including administrative responsibilities.

### **Primary Job Responsibilities (but not limited to)**

#### **Service Work Orders**

- Prepare and mail Certified letters
- Use mail machine to send out past due invoices
- Pull contracts to match to invoices for Collection agency
- Process credit card and ACH payments
- Send receipts to customers for credit card and ACH payments via email or fax
- Handle credit reference requests for new customers
- Send out completed lien waivers to customers
- Provide W-9 forms upon request
- Cover Receptionist on switchboard once a week (breaks & lunch)

#### **Qualifications:**

- At least 1 year prior administrative experience
- Proficiency in MS Outlook, Word, Excel

#### **Desired Attributes:**

- Excellent interpersonal and communication skills
- Positive, trustworthy and accountable
- Work independently and be a team player
- Excellent organizational and time management skills

We offer a competitive benefits and compensation package.

**Full Time: 8:30 AM – 4:30 PM (35 Hour)**

Please send resume to [Anna Bombardiere](#)