



CREDIT & COLLECTIONS SPECIALIST

Collicutt Energy Services is a solutions-driven engine company specializing in manufacturing, repair, overhaul, and maintenance across all engine brands. Our Finance team plays a critical role in supporting the success of the business through sound financial practices, strong customer relationships, and proactive risk management.

We are currently seeking a **Credit & Collections Specialist** to join our **Finance team in Red Deer**. This role is responsible for managing customer credit risk, maintaining healthy accounts receivable, and supporting positive cash flow through effective collections, sound decision-making, and professional customer communication. If you're analytical, confident having difficult conversations, and enjoy balancing customer service with financial accountability, we'd like to hear from you.

What's in it for you?

- Competitive compensation including comprehensive group benefits & RRSP matching
- Opportunity to make a direct impact on business performance
- Collaborative Finance team
- Professional development opportunities

What you'll be doing

- Assess customer credit applications and establish appropriate credit limits and payment terms
- Monitor accounts receivable and proactively collect outstanding balances
- Contact customers by phone and email to resolve overdue accounts and negotiate payment arrangements
- Monitor customer credit risk and recommend changes to account status when appropriate
- Maintain accurate customer records and account information within SAP
- Prepare collections reports, monitor liens, and support compliance with internal controls
- Collaborate with Sales, Operations, and Finance to resolve account issues
- Identify opportunities to improve credit and collections processes and efficiency

What you bring

Required

- Minimum **3–5 years of experience** in credit, collections, or accounts receivable
- Strong understanding of credit management, collections practices, and customer account management
- Excellent communication, negotiation, and conflict resolution skills
- Strong analytical and problem-solving abilities
- High attention to detail and accuracy
- Ability to manage multiple priorities while working independently
- Strong computer skills, including Microsoft Office

Preferred

- Diploma or Certificate in Business, Accounting, or a related field
- Experience with SAP or a comparable ERP system
- Experience working in a multi-entity or high-volume environment
- Knowledge of lien processes and credit risk management

How to Apply

Submit your resume to hr@collicutt.com with **Credit & Collections Specialist** in the subject line.