



We are an ASX distributor of audio-visual solutions for all types of installation projects in Australia and New Zealand, including professional broadcast, media and communications; defence, law enforcement and security; live sound and production; musical instruments; residential and commercial installation; and home entertainment markets.

With over 100 diverse brands in our portfolio, an exciting opportunity has arisen for a Credit Controller to join our expanding team based on Sydney's Northern Beaches.

As a member of our close-knit Finance Team, you will report directly to the Credit Team Leader and your responsibilities will include:

- Processing daily cash allocations and follow up on outstanding payments
- Conduct monthly Statement Runs for all accounts
- Assist with maintaining existing customer accounts, including being responsible for processing of journals and sending copies of supporting documentation
- Managing a customer ledger and maintain KPI's such as DSO
- Opening new customer accounts (sending credit application forms, organising credit references, etc)
- Monthly preparation of Claims Total Balance
- End of month procedures, updating of cash sale accounts and assistance with the daily banking
- Ensuring timely provision of credit applications to prospective customers
- Organising credit references
- Maintaining customer accounts and processing of journals and documentation
- Providing copies of invoices and proof of deliveries to satisfy customer requirements.
- Investigation of unreconciled payments

**To be successful in this role you will have:**

- Minimum 5 years' experience in a similar role, working in larger organisations (distribution would be an advantage)
- Excellent communication skills, both written and oral
- General problem solving and analytical skills a must
- Must be a self-starter and able to work autonomously as well as part a team
- Excellent organizational and time management skills working in a fast-paced environment
- Great attention to detail and a high level of accuracy

**The Benefits:**

- Great location with plenty of onsite parking
- Ongoing training and development
- Friendly environment with great social interactions
- Complimentary membership to the Australian Institute of Credit Management

To be considered for this exciting role, please submit your Resume and Covering letter to Julie Lawther at Optimal Recruitment on [julie@optimalrecruitment.com.au](mailto:julie@optimalrecruitment.com.au) or for a confidential chat, please contact Julie at on 02 8416 4181

This is a permanent role and only candidates with full working rights in Australia will be considered.