

**Job Title:** Construction Collection Specialist  
**Company:** Viking Forest Products  
**Reports to:** Credit Manager (Dotted line to Controller)  
**Status:** Full Time Regular

**Summary:** The position of the Construction Collection Specialist reports to the Credit Manager with a dotted line to the Controller. The position will assist the Credit Manager with the day-to-day needs of the credit department, which includes collections, credit application processing, recording and tracking construction job liens, and performing annual credit updates for existing customers. Additionally, this position requires previous experience with construction job accounting. Prior knowledge of construction lien law and familiarity lien process is required.

**Duties and Responsibilities:**

- Credit, Collections (75%)
  - Collections – Communicating with A/R customer portfolio on a daily basis to resolve issues and ensure timely payment
  - Log preliminary lien notices into NCS Credit and track critical lien filing deadlines
  - New Customer Credit Applications: Process new applications utilizing Bectran web application, order D&B and Experian credit reports
  - Credit File Annual Updates: Request updated credit information from customer, Obtain bank and trade references, Order D&B reports, scan all documents to Bectran.
  - Ad Hoc Projects
- Accounts Receivable (15%)
  - Perform occasional payment posting as needed
- General Administrative (10%)
  - Responding to customer email requests
  - Sending invoice copies, making address changes, general maintenance of A/R customer base

**Education and/or Experience:**

- Bachelor or Associate's degree from a college or technical school preferred
- Minimum 3 years' experience with construction lien process and lien law required
- Credit Business Associate (CBA) designation with NACM (Nat'l Association of Credit Mgmt) preferred
- Construction job accounting experience preferred along with payment/performance bond claim filing process

**Knowledge, Skills and Abilities:**

- Familiarity with the NCS credit website and lien tracking service is preferred
- Exceptionally strong interpersonal and communication skills
- Ability to problem solve, organize, prioritize, multi-task, manage time, and take direction
- Able to work in a fast-paced environment

Viking Forest Products is an equal opportunity employer