

Ted Johnson Propane Co.

Job Description

Summary

We are seeking a credit and collections manager who has experience with MAS accounting software for direct supervision of all credit, collections and accounts receivable functions. Primary responsibilities include billing clients for services provided, posting payments, preparing bank deposits, contacting clients who have past due invoices and collecting payments. A person applying for this position must have a clean financial history.

About the Company

Since 1965, family-owned Ted Johnson Propane Company has been recognized as a distinguished leader in the propane industry. We offer a full range of supplies, delivery services, and product safety training throughout the four counties of Southern California, including Riverside, San Bernardino, Orange and Los Angeles.

Specializing in industrial accounts to which we sell about 4 million gallons annually, we have earned our reputation as a highly respected company through hard work, longevity in the propane business, and developing successful partnerships with our customers. A complete commitment to the highest safety standards, education, and training for all of our employees and customers has been equally critical to our success.

At Ted Johnson Propane Company, business and safety are merged into a single point of view. Clients can count on our expertise in specialized propane safety programs and personalized customer service. This is what we have been doing best for the past 45 years. It is what we will continue to provide to our customers well into the future.

Skills and Competencies

The position requires strong accounting skills and ethical standards. The candidate must have a solid background and demonstrate proficiency in MAS 90/200 accounting software. A candidate for this position must be confident, motivated, professional and assertive when collecting payments.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Perform all accounts receivable functions.
- Process invoices and monthly statements.
- Enforce company credit policy.
- Enter cash receipts.
- Approve credit and set up new accounts.

EDUCATION

- Educational requirements include a bachelor's degree in finance or a related discipline. The degree should be obtained from a well-recognized university.
- And/or equivalent previous experience.

SKILLS

- Must demonstrate proficiency in computer skills, including MAS 90/200, Microsoft Office and Crystal Reports.
- Ability to handle past due collections and the mental conflicts that are associated with this responsibility.
- Conscientious about timeliness of assignments and quality of work product.
- Accountable for specific performance.
- Possess exceptional written and verbal communication skills, including ability to find and articulate solutions to credit issues.
- Able to handle multiple tasks and maintain control and order in a small office environment.

Pay and Benefits

Ted Johnson Propane pays a competitive wage, commensurate with the successful candidate's background, education and experience. Ted Johnson Propane offers company-paid health benefits for the employee and his or her family only for full time employees. Profit sharing and a 401k plan are also offered.

Contact Us

Qualified and interested applicants should send a full resume, including a brief summary of work experience, skills and qualifications and educational background, to the Company's Controller, as follows: elsaperez@TedJohnsonPropane.com