



JOB DESCRIPTION

Date: July 16, 2025

Job Title: OEM Account Analyst

Department: Customer Service

Supervisor: Amy Littlefield

Duties

- Responsible for all aspects of accounts receivable and claims issues with Supply Chain Stores and OEM accounts
- Apply payments, reconcile accounts, process any claims or discrepancies
- Work with sales rep and sales manager on any claims or discrepancies
- Communicate with dealers and representatives regarding any questions or concerns regarding their accounts
- Reconciliation of accounts
- Issue credits as needed for accounts
- Collections on past due accounts
- Assist the Credit Team when needed
- Provide weekly reports on assigned accounts
- Assist with special projects as they present themselves

Requirements

- High School graduate or GED
- 3 years or more bookkeeping or accounting experience
- 2 years or more collection experience
- 1 year or more accounting experience dealing with big box stores and OEM companies preferred
- Critical thinking/problem solving skills
- Oracle software knowledge a plus
- Proficient in computer skills (windows, email, spreadsheets)
- Excellent telephone and communication skills
- Ability to effectively deal with difficult people and/or situations
- Ability to work well with others

Essential Job Functions

- Must be able to operate a computer, calculator, telephone, copier, and other office equipment
- Must be able to read, write, and communicate verbally
- Must be able to sit for long periods of time.
- Must be able to work 8-5 Mon – Fri.