



**SAFETY | CUSTOMERS | CAREERS | COMMUNITIES | STRUCTURES**

## **Credit Analyst – Boise, ID**

**RedBuilt™ is a leading engineered wood products, structural components, and construction systems supplier to the commercial construction industry** across North America. Our continued reputation for unparalleled customer service and support goes back over 50 years.

And we're growing.

### **Summary:**

The Credit Analyst applicants must have the ability to complete risk assessment analysis, monitor and collect account balances, and adapt to a changing work schedule to accommodate competing priorities.

### **Essential Functions:**

- Credit check and analysis of customer applications
- Collection of outstanding balances and perfecting lien rights when necessary.
- Research and resolve customer deductions (back charges, sales tax issues, unearned discounts).
- Completion of construction industry billing and lien waiver forms.
- Performs other duties as assigned.

### **Requirements, Knowledge, Skills, and Abilities (Minimum Qualifications):**

- Bachelor's degree and/or equivalent experience.
- Minimum 2 years credit/collection experience
- Strong analytical, and problem-solving skills.
- Ability to work independently and in a collaborative team environment
- Excellent organizational and time management skills with a proven ability to meet deadlines.
- Skilled in building strong relationships and effectively communicating information through verbal and written correspondence.
- Construction Industry Experience **(a plus)**
- Proficiency in Microsoft Office Suite and adapt easily to new software.

**If this sounds like you, we'd love to hear from you!**

Please email your resume to [sbarrie@redbuilt.com](mailto:sbarrie@redbuilt.com)



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**Reports to:** Credit Manager

**FLSA Classification:** Non-Exempt

**Job Type:** Full Time

**Pay:** DOE

**Benefits:**

- 11 Paid Holidays (includes 2 Floating Holidays of your choosing)
- Paid Time Off
- Paid Community Service
- Health Benefits (Medical, Dental, Vision)
- FSA/HSA Options
- Discounted Pet Insurance
- 401k Retirement Plan with Employer Matching
- Profit Sharing
- Paid Parental Leave
- Flexible Dependent Care Account
- Employee Assistance Program (EAP)
- PayActiv – Early Access to Earned Wages
- Company Paid Basic Life and AD&D Insurance
- Company Paid Short Term Disability
- Voluntary Long-Term Disability
- Voluntary Life and AD&D Insurance

***RedBuilt is an equal opportunity employer.***

*Please note that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the Credit Analyst role. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*