

Company: Seattle Pacific Industries/UNIONBAY
Job Title: Accounts Receivable Chargeback Analyst
Location: Kent, Washington
Job Type: Regular Full Time

Who We Are:

For over 25 years, the **UNIONBAY** label has been synonymous with quality and industry-leading design. By striving for excellence in all our endeavors and with our unique look and laid-back philosophy, we have grown to be one of the leading apparel brands in the world. Our success is founded on the excellence of our employees. At UNIONBAY, you will be part of a dynamic, creative, forward thinking, cohesive team; working together to succeed in the constantly changing and challenging fun fashion industry. You will enjoy the casual work environment where you can wear jeans every day.

Essential Job Functions:

This full-time position, located in our Kent, WA location, will be responsible for account management for a specific set of assigned accounts; the A/R account analyst is the account manager and is responsible for the full scope AR function including but not limited to gathering backup information relating to claims/chargebacks whether internally or externally. Being capable of using and making sound judgment calls and determining if necessary to and where to route claims for additional backup/further information or for appropriate operations department for approval signatures. When necessary involving sales, and management as deemed needed through open communication to resolve existing charges, trends, customer claim abuse. Creating customer credits to internally absorb claims if the proof supports the credit. Offsetting approved claims, preparing monthly statements, denying/disputing claims within each individual vendor routing guidelines and within the company guidelines. Analysis research and collection activity; it is the duty of the Analyst to follow good accounting practice and show professionalism at all times.

Qualifications:

- Minimum of 3-5 years accounts receivable research and collection experience required, preferably
- In the apparel wholesale trade industry.
- Oracle experience preferred.
- Proven ability to work well under pressure in a dynamic, fast-paced, noisy environment.
- Proven record of strong attention to detail and accuracy.
- Ability to take general guidelines and be able to apply them in other situations.
- The ability to organize and prioritize high volumes of detailed information is critical to success in this role, as is the ability to handle multiple tasks and adapt to changing priorities.
- Ability to foster good working relationships within the company and strong partnerships with the appropriate contacts at the company's key customers.
- Working knowledge of general accounting principles and collections experience required.
- Demonstrated ability to effectively communicate orally and in writing
- Ability to speak effectively with customers or employees of organization; ability to write routine reports and correspondence; ability to use sensitivity and discretion when handling confidential information.
- Ability to work independently with minimal supervision.

Seattle Pacific Industries is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, age, protected veteran status, disability status, or any other characteristic protected by law.