

# Credit & Collections Intern

## For Martin Resource Management Corp.

### **SUMMARY:**

The credit and collections intern will monitor and contact customers for payment of accounts receivable and assist in the credit evaluation process.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Contact customers by phone or email concerning the resolution of past due invoices
- Record the collection efforts within the accounts receivable computer system
- Review aging reports as needed to monitor account status
- Provide monthly account statements to customers
- Communicate with credit management regarding issues not resolved by their collection efforts
- Communicate effectively with members of other departments to resolve problems and provide information
- Obtain Dun & Bradstreet, Equifax, Experian and other rating agencies for reports for evaluation of new and existing accounts
- Provide written credit analysis for approval by reviewing financial statements, rating reports, and public sources of information
- Other duties as assigned

### **EDUCATION / EXPERIENCE:**

- High School Diploma or higher degree related to business, finance and accounting.
- One year related experience and/or training; or equivalent combination of education and experience.
- Strong analytical capabilities
- Strong written and verbal communications skills
- Computer Skills with a working knowledge of Word and Excel

### **CONTACT:**

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