

Title: Sr Portfolio Administrator
Department: Credit & Collections
Location/Type: Miami, FL USA

Company Description:

AEG Fuels is a well-established, single-source provider of aviation fuel and related services. Our fast-growing firm values the client above all, and successfully operates in the commercial, business jet and military markets. As we rapidly grow, we are looking for passionate, self-starters to join the AEG Fuels team. If you are interested in professional advancement, a collaborative working environment, and generating results on a daily basis, then AEG Fuels may be the place for you.

AEG Core Values:

- Excellence & Teamwork
- Entrepreneurship & Innovation
- Respect & Trust
- Always Do What's Right

Job Description:

The Sr Portfolio Administrator primary responsibilities include evaluating credit and financial data on new and existing customers, to provide critical interpretation and overview to Credit Department while making a recommendation regarding the risk to the company.

Duties & Responsibilities:

- Managing a large collections portfolio of B2B accounts across a global territory.
- High volume outbound calls, follow-up, and documentation skills to ensure collection on accounts and/or dispute resolutions in a timely manner.
- Review past due accounts with management on a daily and weekly basis to determine appropriate next steps.
- Perform analysis to assess the credit risk and viability of potential and existing clients.
- Collaborate with team members to resolve billing disputes and identify areas of opportunity for cross training support.
- Negotiate credit terms and checking exposure against contract to ensure proactive management of risks.
- Provide other ad-hoc reporting needs as directed by management

Required Skills and Experience:

- Associates degree in Accounting, Finance, Business or related field.
- Minimum of 3 years of experience directly related to B2B collections.
- Excellent written and verbal communication skills.
- Ability to deal effectively with individuals from diverse backgrounds
- Advanced to expert Microsoft Excel experience which includes building spreadsheets, pivot tables and working with formulas.
- Ability to professionally interact with others at all levels across the organization.
- Ability to review, analyze, and evaluate business systems and user needs.
- Identify potential problems, present alternatives and propose solutions.
- Able to work under pressure, respect deadlines.
- Ability to prioritize and multi-task in a fast paced, changing environment and be detail oriented.

Preferred Qualifications:

- Working knowledge of Sage/MAS 500 and general accounting functions.
- Bilingual English/Spanish

Please contact hr@aegfuels.com with attached resume in Word or PDF format. If you wish to enclose a cover letter, please include it in the body of your email.