



Credit and A/R Specialist

Daikin is committed to good corporate citizenship, providing new employment opportunities at our various sites. The company also makes every effort to contribute materially to the well-being of all aspects of the communities in which we work and live.

Summary / Objective:

Responsible for credit management and miscellaneous invoicing process: credit risk analysis, financial analysis, customer credit line recommendations, credit hold review and release, and miscellaneous invoice and posting. Assist in planning, administering, and managing various accounting functions in accordance with company policies and procedures as well as accepted accounting practices. Interface with customer service, our sales force, and our customers.

Qualifications:

- Minimum of a bachelor's degree in accounting from an accredited university/college.
- Minimum 4-6 years of accounting, credit analysis, and risk analysis experience.
- Must be in current position minimum of 6 months.

Knowledge, Skills, and Abilities:

- Ability to work across Japanese-American cultural lines.
- Ability to communicate clearly and in a positive manner.
- Ability to multi-task, address detail, prioritize, and meet deadlines.
- Ability to identify errors.
- Ability to use PC's and corresponding software packages as tools for the job.

Competencies:

- Display courtesy and politeness.
- Strong administrative skills and hands-on style.
- Establish a good working relationship with fellow staff members.
- Enthusiasm, perseverance, and curiosity are plus qualities.

Essential Functions:

- Prompt, regular, and dependable attendance is an essential function of this job.
- Responsible for the day-to-day activities of the Credit Department, A/R Collections, and Credit Hold review, release, and accounting functions. This position requires a hands-on person who will be deeply involved in the day-to-day activities of credit analysis and collections.
- Responsible for entire credit management process, including credit risk analysis, and financial analysis processes including:
 - Adhering to company policies, procedures, and directives regarding standards of workplace behavior in completing job duties and assignments
 - Establishing credit limits, performing credit limit analyses, and re-evaluating credit limits
 - Obtaining credit references, customer financial statements, financial analysis, credit risk analysis, and customer credit line recommendations
 - Responding to credit inquiries and processing credit references for customers
 - Maintaining UCC filings current
 - Managing/releasing credit holds
 - Reviewing the AR Aging and monitoring and reporting trends and areas of risk

- Researching, developing, and implementing the collections, billings, and legal processes
- Establishing metrics and reports to measure departmental performance appropriately.
- Preparing weekly/monthly/quarterly AR reporting, including monitoring reports and analytics (AR balances, past due, etc.)
- Working with various departments and meeting with business unit leaders periodically
- Providing accurate cash forecast projections and developing forecast models
- Being the SAP Credit Management and Collections owner and Infor owner
- Prepare and post miscellaneous invoicing for Direct customers and Related parties/Inter-company
- Reconcile customer and other general ledger accounts
- Additional assignments as deemed necessary by management.

Position: Exempt – Resume Required for Qualified Candidates

This posting will expire internally on September 14, 2026.

Daikin America, Inc., the world's foremost developer and manufacturer of fluorochemical products, has exceptional opportunities for dynamic, collaborative individuals who share our values and beliefs in Safety, Environment, and Quality. Daikin America's excellent compensation and benefit structure provides health and medical insurance (including dental and vision), paid vacation and holidays, retirement plan, and bonus eligibility.

Daikin America, Inc. is an equal opportunity employer.

Job Type: Full-time