

## **A/R Chargeback Analyst Job Posting**

### ***Who We Are:***

For over 35 years, the UNIONBAY brand has been synonymous with quality and industry-leading design. Through striving for excellence and distinction in all of our endeavors, we have grown to be a dynamic, forward-thinking team, creatively and cohesively working to continually stand out in the changing and challenging (but fun!) fashion business.

You will enjoy the casual work environment where you can wear jeans every day.

### ***Summary of Job:***

This full-time position at our Kent, WA location is part of a team whose primary function is to research and assist in resolving all customer chargebacks and disputes. As part of this team, the A/R Chargeback Analyst will have a voice and play an important role in guiding our strategy to reduce future chargebacks. This role actively partners with management, compliance/customer service and distribution teams. This role also frequently interacts with our external partners and customers.

### ***Key Areas of Responsibility include but are not limited to:***

- Management of specific customer accounts
- Work with Factor partner to obtain credit approvals prior to shipping
- Conduct research and provide data entry support on large accounts that may be worked by others on the team as needed
- Develop business acumen and make recommendations for process improvement
- Follow good accounting practice and show professionalism at all times

### ***Qualifications:***

- Must be highly organized, detail oriented and possess the ability to prioritize multiple tasks
- Must have the ability to think critically, evaluate processes, and recommend improvements when necessary
- Must have the ability to take general guidelines and be able to apply them in other situations
- Must have the ability to foster good working relationships within the company and strong partnerships with the appropriate contacts at the company's key customers
- Must have good written and verbal communication skills
- Must be proficient with personal computers, including word processing and spreadsheet application; Strong Excel skills highly desired.
- Oracle experience preferred.

*Unionbay 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.*