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# Example of Account Assistant Job Description

Our company is growing rapidly and is hiring for an account assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for account assistant

* Consistently reliable and is a team player
* Manage Client’s budget and provides clear, accurate reporting
* Active and enthusiastic participant in agency trainings
* Contribute when asked and steps up to do whatever it takes to get the job done and win
* Be prepared for other tasks as you may be assigned
* Monitor the progress of on-going matters
* Work with each National Client Manager (6 currently) to help reduce collection days by developing a strategy for each client and implementing these Account Receivable (AR) protocols
* Liaise with NCG managers to engage in solutions when clients have issues with invoices or questions
* Coordinate with PSI Corporate Office (Chicago) or other Upper Level Managers’ (ULMs) collection professionals via email and phone calls and provide updates on clients’ collection efforts
* Conduct “Client Satisfaction Calls” to assess client loyalty and use internal database to track and record progress (work to be directed by each NCG Manager)

## Qualifications for account assistant

* Proven ability to work well with others in a team environment, to work independently
* Consistently build knowledge of the Equipment Finance Industry
* Build knowledge of equipment types, acceptable terms and structure
* Ideal candidate should have experience working in a customer service and team environment
* BS/BA required preferably in Finance, Accounting, or related discipline a plus
* 6 months – 1 year related work experience preferred in a customer service and team environment