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# Example of Accounts Executive Job Description

Our company is hiring for an accounts executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts executive

* Engage with the field force to make sure account initiatives are successfully executed
* Give ATSM and brand team insights to help them develop brand programmes
* Booking forms
* Commercial trackers
* Point of sale information
* Retail group contact details and deadlines
* Develop relationships and manage the control an implementation of Key Account strategies/ programs, coordinating with field sales force team in developing coverage to maximize the sales force effectiveness, deriving optimal performance in achieving profitable volume/ share growth & sales KPI’s
* Analyze sales related data to measure sales performance and to identify opportunities for further improvement
* Optimize reporting and communication of sales and market data in order to provide superior with best quality and timely information for necessary actions
* Responsible for the maintenance of all accounting entries for a portfolio of clients

## Qualifications for accounts executive

* Monitor Key Performance Indicators and work with other departments to maintain and stay on track with goals
* Degree in Finance, Accounting, Economics or related field
* ACCA/CIMA/AAT or equivalent preferred (licensed or candidate)
* Minimum of 10+ years’ experience in selling software or consulting services specific to data management and analytical solutions
* Must be detail oriented with strong attention to follow-through and proactive
* Flexible in work functions and duties