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# Example of Accounts Representative Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounts representative. 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 representative

* Counsel customers regarding student related functions of other College departments, financial aid, registrar, housing, admissions, , in order to address or refer issues not served directly by the Bursar area
* Drive account growth for auto accounts, including dealers, after-market service facilities, dealer associations
* Service, retain and grow cars.com accounts
* Understand and assess areas for growth within automotive categories and share updates with auto sales team
* Target and build relationships with existing and potential auto clients
* Communicate the ROI of the solutions and educate the client on the solution as needed
* Collaborate with manager in identifying sales opportunities in auto
* Ensure all invoices are approved before issuing any payment
* Prepare weekly AP aging report to determine what needs to be cash disbursed and have approval from the management or the controller
* Print checks weekly and mail out the appropriate payments

## Qualifications for accounts representative

* Experience with online expense reporting
* Focus on excellent customer service both inside and outside the organization
* Thorough knowledge of Physician Billing Policies and Procedures across multiple states
* High School Diploma required and minimum 3 years successful customer service experience as bank teller, cashier, sales person or equivalent
* You always exceed your number
* You have an affinity for Value based selling and have embraced MEDDIC (or other structured sales methodology)