

Title: Account Coordinator - Accounting

Location: St. Louis, MO

We are looking for someone with a positive attitude and someone who enjoys working with a team.

Do you love accounting and want to train people on how to use it? Do you want to work in a growing company that provides boundless opportunity? Are you looking for a place to propel your career and grow your skills? If yes to the above...keep reading!

Facilisgroup a fast-moving innovative SaaS company, located in St. Louis, Missouri. We are looking for an enthusiastic self-starter who loves to learn and work with people. This superstar will have a full-time position working to train and support our client accounting teams on our proprietary software.

Responsibilities

- Training support and partner management role with an accounting focus
- Primary resource for client accounting teams and responsible for effective real time problem analysis and resolutions through phone calls, emails, and chats
- Manage client requests through our chat service, including prioritizing client follow-ups and managing questions
- Daily client facing role
- Learn the promotional products industry quickly and comprehensively

Qualifications

- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Proficiency on a iOS device
- Excellent personality, enjoys working with people
- Knowledge of credits & debits
- Computer, writing and communication expertise
- Quick learner
- Able to thrive in a fast paced and exciting work environment
- Motivated by being task oriented and willing to go the extra mile
- Bachelor's Degree in Business; accounting experience preferred
- Team Player - our world changes daily so we'll need someone who is able to adapt

Facilisgroup is a proven, ever evolving company with year over year growth rates of 12-15%. If you see yourself as a fit for this position, send your resume to hr@facilisgroup.com

Additional Info:

Job Type: Full-time

Health and dental benefits (after 60 days)

Retirement Benefits