

Account Specialist

PaySimple, voted one of the best places to work in Denver in both 2008 and 2009, is staffing up to support explosive growth in 2010! We are adding an Account Specialist, a key position on our sales team. This is the career opportunity of a lifetime and we're looking for a superstar to fill this role.

Job Description:

PaySimple generates leads on the web using keywords and natural search. Our sales team is responsible for converting leads to customers. Once a lead is closed by one of our sales reps, an Account Specialist is brought in to assist with the next step in the selling process. These business professionals help guide our new merchants through the application and underwriting process to allow them to set up a merchant account to accept checks and credit cards. ASP's will obtain appropriate levels of background information and financial history to support the merchant's risk profile. ASP's also work closely with our various payment processing partners to place the business appropriately.

Responsibilities:

- Enthusiastically and energetically work to guide our new merchants through the application and underwriting process.
- Work with our new merchants to understand their specific business type and financial history in order to properly submit the account to our processors
- Create complete and accurate applications to submit to processors
- Learn specific underwriting guidelines from multiple processors and understand which processors will approve various merchant types
- Manage pipeline of new merchants and successfully board 70%+ of all merchants
- Enter all info on new merchants into our in-house CRM tool and manage reports from this tool
- Accurately program the PaySimple Solution with specific volume limits and processing ranges for new merchants
- Passionately support PaySimple's commitment to create an outstanding experience for our customers

Qualifications:

- Minimum one year related work experience required
- Account management or underwriting background strongly desired
- Proven project management background
- Organized, detail-oriented individual capable of meeting short-deadline projects on a daily basis
- Strong written and oral communication skills
- A team player who performs well independently
- Ability to multitask, take direction and execute with precision
- Must be a confident, adaptable self-starter who thrives in an empowered, fast-paced environment

The PaySimple Solution is an on-demand Software as a Service (SaaS) platform that enables small businesses to bill, collect, and manage their customer payments under one user-friendly system. We're located in the heart of LoDo. We are building an extraordinary company and looking for talented, energetic and motivated individuals to join our unique environment.



www.paysimple.com

If you are looking for a company that is truly different from beige cubicles and typical office politics, come join a company that rewards authenticity and supports energy with a passion.

Visit our website at www.paysimple.com and click on [About Us](#). Read about our vision, our energy, and the PaySimple PATH to extraordinary returns. If this truly speaks to you, please email opportunities@paysimple.com. Send us your resume, tell us why you are ready to work in this environment, and why we should consider you for this position!