



Aladdin Companies provides financial services to businesses throughout North America. Since 2010, Aladdin has been delivering outstanding customer service to our clients through our variety of services.

We are seeking an **Account Executive** to manage and maintain a portfolio of our clients' accounts receivable. The Account Manager will serve as the point of contact for each client in their portfolio and handle all their account needs, while helping mitigate fraud for our company.

**Account Management and Client Retention Responsibilities:**

- Works closely with each client in portfolio to develop good working relationship while addressing any issues in a professional and timely manner
- Processes daily invoice sets from our clients for same day and next day funding, review and verification of documents to mitigate fraud, verification of placement and follow up on placement of Notice of Assignments
- Maintains high level of accuracy and records for each client following company policies, procedures and checklists
- Handles all collection calls and follow up on their portfolio of clients
- Monitors payment history of client's invoices and communicates potential or existing issues to management

**Customer Service:**

- Consistently maintains and nurtures good working relationship with clients
- Maintains a professional, mature, positive and approachable attitude when working with both internal personnel and clients
- Follows up and confirms any issues that need to be addressed from clients or internal personnel
- Accurately monitors and ensures that each client has maximum support
- Effectively works with other department personnel to move account information through appropriate channels in a timely and productive manner

**Requirements:**

- Proven written/verbal communications skills
- Impeccable organizational skills with emphasis on attention to detail
- Ability to consistently follow checklist procedures
- History of successfully multi-tasking
- Intermediate or above skills in Microsoft Office
  - Must be able to maneuver in Excel and Word with little direction
  - Knowledge and ability to use Outlook tools and resources
- Ability to work in a variety of different software systems simultaneously

**Why work for Aladdin?**

- *Environment:* Be part of a growing, tight knit, employee centric company
- *Stability:* Consistent growth since 2010
- *Culture:* A work hard, play harder, family first culture. Be proud of where you go to work & who you work with.
- *Pride:* a well-respected company in Sioux Falls, with active leadership involvement.
- *Benefits:*
  - Medical, Dental, Vision, Life, Short and Long-term disability insurances offered
  - Health Savings Account
  - 401(K) plan with employer match
  - PTO and 6 paid holidays
  - Non-call center atmosphere -- you won't be just a number here!
  - Monday – Friday 8am to 5pm, 1-hour lunch