

JOB DESCRIPTION

Location:	Sherman Oaks, CA
Job Title:	Account Executive (AE) - Accounts Receivable Management (ARM)
Department:	Sales
Reports To:	Director of Sales
FLSA Status:	Exempt

Position Summary: The Account Executive is responsible for selling Payscout's Account Receivable Management (ARM) products and services to Mid-Market companies in the United States and Canada. Experience in the ARM industry either working for a large to mid-size agency, in a sales role selling to the ARM vertical or working for a Payscout competitor selling payment solutions to ARM merchants. Sound understanding of collection operations as well as the compliance requirements and regulatory environment. Data driven and sales/revenue focused.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Consistently conduct prospecting activities (daily) to develop new first appointment opportunities with new accounts.
- Process marketing leads for new opportunities with mid-market ARM accounts and prospects.
- Secure qualified appointments and conduct a well-defined sales process consistent with our approved sales approach to close accounts with new processing customers.
- Use personal ARM industry knowledge to handle consultative sales process designed to determine prospect needs and provide solutions for their defined issues.
- Become familiar and adept in presenting our core products and services.
- Be available on request, with advance notice, to travel and represent Payscout at various ARM industry conferences and/or expos for the purpose of presenting products and services to the attendees.
- Ability to understand and interpret a variety of merchant statement types for the purpose of analyzing and pricing prospective merchants.
- Be pro-active and keep up with the ever-changing ARM vertical with regards to new product offerings, industry changes, and competitor actions and relay those findings to management as suggestions for new products or revenue initiatives.
- Attend and successfully complete all required sales, product and process training sessions, and take personal responsibility for professional development in order to increase your skills as a Sales person.
- Attending all meetings as directed by your supervisor and management.
- Submit weekly sales forecasts, expense reports, call reports, as well as other reports on time and when required by Sales Management.
- Consistently and completely utilize our Sales Force Automation system, (Salesforce.com) and database tools, and enter all activity related to all sales activity into the system on a daily basis. This includes a synopsis of all conversations with Payscout Customers and Prospects.
- Work with Operations to ensure customer satisfaction.

- Consistently maintain a positive attitude contributing to an overall positive atmosphere at Payscout.
- Work in and contribute to an atmosphere of integrity and trust with fellow employees in order to ensure Payscout's overall success.
- Work within all company guidelines and proactively seek the advice and assistance of your supervisor whenever needed.

Competencies: To perform the job successfully, an individual should demonstrate the following.

- **Problem Solving** - Identifies and resolves problems in a timely manner.
- **Customer Service** - Responds promptly to customer needs.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations.
- **Teamwork** - Balances team and individual responsibilities.
- **Written Communication** - Writes clearly and informatively.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree (BA) from four-year college or university
- Three to five years related experience

Language Ability:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Word processing software, spreadsheets, e-mail

Certifications or Licenses: None

Supervisory Responsibilities: This job has no supervisory responsibilities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit and reach with hands and arms. The employee must be able to occasionally lift and/or move up to 10 pounds. Specific vision requirements include close vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.