



Position: Account Coordinator

Department: Account Management

Reports to: Director, Account Management

Location: Birmingham

Prepaid Technologies is a fast-growing fintech company that is digitizing business payments by deploying operationally excellent, on-demand, prepaid solutions for a variety of applications and verticals. We have an opportunity for an Account Coordinator to join our Account Management Team. This is an exciting opportunity to learn while playing a role in critical initiatives at Prepaid Technologies.

Position Summary

As an Account Coordinator you will support the Account Management team with administrative and daily tasks.

Responsibilities include, but are not limited to:

- Support daily work required from the key account portfolios
- Manage daily client interaction and respond to client requests
- Manage bank requests for reports and other information, including supporting audit responses
- Use our CRM and reporting tools to track client performance and trigger correspondence for client satisfaction
- Look for ways to improve processes and procedures within our business

Experience:

- 4 year Bachelor's degree
- 3-5 years' experience in financial services and/or technology
- Proficient with Excel, Word, Gmail and Gsuite
- Strong communication skills, highly organized, able to perform in a fast-paced environment

Our Culture

The unique culture at Prepaid Technologies is hard to beat, where innovation and a hard-working environment go hand-in-hand with a casual and fun atmosphere. We promote an energetic and team-oriented workplace where collaboration and a results-driven attitude is key to our success.

Our Core Values

- We look for **Solutions** and ask "Why Not?"
- We are **Nimble** and **Creative** and use those strengths to **Innovate**
- We embrace and leverage **Technology**
- We have **Passion** for our work and our customers
- We row together with **Respect** for everyone we work with
- We have **Fun** – life is short

Our Benefits

Prepaid Technologies, Inc. is an Equal Opportunity Employer and provides a competitive, comprehensive compensation package for full-time employees.