



Our client in Taunton has **IMMEDIATE** need for an **Accounting Coordinator**. This position is in a very busy, fast-paced environment with very high call and email volume. Candidates must have the ability to multitask and a “can do” attitude. The **Accounting Coordinator** will be responsible for writing/approving credits, managing check disbursements, managing delivery manifest systems, answering customer questions and/or passing them on to the appropriate department.

- Multi-task in busy, high-volume environment
- High level of data entry accuracy required
- Interact with customers to resolve outstanding issues and disputes
- Excellent communication and strong customer service skills
- Ability to prioritize and problem solve
- Identify and execute necessary adjustments
- Solid Microsoft Office skills required – Word, Excel, Outlook
- Manage workload while taking inbound and making outbound calls

Monday through Friday 8:30AM - 5:00PM

Pay Rate: \$19.00-\$20.00 per hour depending upon experience

Please call (774) 501-1692 if interested!

Our location:

Express Employment Professionals
705 Myles Standish Blvd
Taunton, MA 02780

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