



Accounting Product Support Representative

Exciting opportunity to work with fast paced company that provides church management software! We are seeking an energetic, service-oriented representative to support our accounting products. We seek team players who display excellent work habits, thrive in a highly-energized, problem-solving environment, and who enjoy the challenge of learning new skills. Company offers a business casual environment and a great Ann Arbor location.

Job Summary:

This position is for a product support representative who will provide technical assistance for our accounting products, training, and technical assistance to other departments. This position will work with team managers to ensure that customers receive timely, quality service.

Requirements:

- Proficient computer skills with familiarity of operating system settings and power user of MS Office®.
- Exceptional listening, analytical and attention to detail skills.
- Strong interpersonal, written and oral communication skills.
- Good organizational, multi-tasking skills.
- Demonstrates a good understanding of quality customer service and the ability to provide efficient solutions to issues.
- Focus efforts on continuous improvement looking for ways to streamline processes and to improve customer satisfaction.
- Seeks to take the initiative while at the same time enjoys being a team player.

Education / Work Experience:

- Associates/Bachelors degree or experience in Accounting is required.
- Business, Information System, Computer Science degree not required, but a plus.
- 1 to 3 years of related experience desired.
- Must be eligible to work in the U.S. Permanent residents only (green card holders and US citizens)

Compensation:

- Commensurate with experience.
- Full benefits package including profit sharing

Subcontractors and third party agencies please do not respond! No relocation is offered, so please do not respond if you are not in the Ann Arbor area. ParishSOFT is an EEO employer.

Our web site is at <http://www.ParishSOFT.com> Check us out!

Please forward your resume and salary history for immediate consideration.

Contact Information: recruiting@ParishSOFT.com