**Company Overview**RTS Financial, a Shamrock brand, is a factoring company that provides working capital solutions to businesses across multiple industries, primarily trucking and oilfield services. By providing accounts receivable financing, we help our customers build the cash flow necessary to grow their companies.

Shamrock Trading Corporation is the parent company for a family of brands in transportation services, finance and technology. Headquartered in Overland Park, KS, Shamrock has regularly been named one of the *Kansas City Business Journal's* "Best Places to Work." We also have offices in Chicago, Dallas, Laredo, Midland, Nashville and Atlanta.

**Responsibilities**RTS Financial and Shamrock Trading Corporation are looking for a Financial Account Representative. This position is responsible for managing an assigned portfolio of clients, including receiving and processing invoices and related documentation per procedural and contractual requirements. The Financial Account Representative will focus on maintaining assigned customers’ accounts receivable portfolios. Ideal candidates will possess an outgoing, dynamic personality and the ability to work in a team environment.

* Provide exceptional customer service for financial clients
* Regularly update account information to maintain customer records
* Prepare product or service reports by collecting and analyzing customer information
* Maintain financial accounts by processing customer adjustments
* Provide daily funding and handle collections for assigned customers
* Perform risk assessments and ensure that procedures are in place and followed to minimize risk
* Manage product or service issues, including clarifying the issue, determining the cause, creating a solution, expediting the correction or adjustment and following up to ensure resolution
* Recommend potential products or services to management by collecting customer information and analyzing customer needs
* Answer product and service questions; suggest information about other products and services
* Other duties as assigned

**Qualifications**

* Bachelor’s degree in business administration, finance or related field preferred; or equivalent relevant experience
* Effective verbal, written and interpersonal communication skills
* Problem-solving and conflict-resolution skills
* Detail orientated with analytical and technical skills
* Proficient in Microsoft Office and data entry
* Demonstrated ability to meet deadlines
* Experience in the financial industry a plus
* Language skills in Amharic, Punjabi, Serbian or Spanish a plus

**Benefits Package**At Shamrock we hire bright, ambitious people and give them the tools they need to be successful. By investing in training and development, we hope to become a long-term career for employees, where there are always opportunities for advancement. Shamrock also offers a premier set of benefits for employees and their families:

* **Medical**: Fully-paid healthcare, dental and vision premiums for employees and eligible dependents
* **Financial**: Generous company 401(k) contributions and employee stock ownership after one year
* **Wellness**: Onsite gym, jogging trail and discounted membership to nearby fitness center
* **Work-Life Balance**: Competitive PTO and paid leave options