



ACCOUNTS COORDINATOR

Role Overview

The Accounts Coordinator plays a pivotal role in ensuring seamless communication and coordination between clients and internal teams within Mclvor Business Services, Inc. This multifaceted position requires strong organizational skills, excellent communication abilities, and a proactive approach to problem-solving. The primary goal of an is to support the Mclvor Business Services, Inc. in delivering exceptional service to clients while also assisting with various administrative tasks to ensure smooth operations. **This is a part-time position starting with 20 hours per week, with the opportunity for additional hours and increased responsibility.** This position reports directly to the President.

Essential Functions

- Serve as a primary point of contact for clients, maintaining regular communication to address inquiries, provide updates, and gather feedback
- Assist in the coordination of projects from inception to completion, ensuring deadlines are met, and objectives are achieved within budgetary constraints
- Build and maintain strong relationships with clients, understanding their needs, preferences, and objectives to deliver tailored solutions effectively
- Work closely with other team member(s) to ensure alignment on client expectations and project deliverables
- Provide administrative assistance with scheduling meetings, preparing reports, and managing documentation
- Identify and address any issues or challenges that arise during project execution, collaborating with the other team member(s) to develop solutions and mitigate risks
- Monitor and track the progress of marketing campaigns and initiatives, analyzing data to evaluate performance and identify areas for improvement
- Conduct thorough quality checks on deliverables to ensure accuracy, consistency, and compliance with client specifications and guidelines
- Offer insights and recommendations to enhance client satisfaction, optimize processes, and drive business growth
- Stay updated on industry trends, best practices, and new technologies to remain competitive and add value to client engagements

Required Education, Experience and Attributes

- Bachelor's degree in marketing, communications, business administration, or a related field





- Proven experience in account management, customer service, or project coordination
- Strong interpersonal skills with the ability to build rapport and communicate effectively with clients
- Exceptional organizational abilities with a keen attention to detail and the ability to manage multiple clients and priorities simultaneously
- Proficiency in Microsoft Office suite and project management tools
- Analytical mindset with the ability to interpret data and draw actionable insights
- Adaptability and resilience to thrive in a fast-paced, dynamic environment
- Team player mentality with a collaborative approach to problem-solving
- Passion for delivering outstanding customer service and driving results

Please Note: This list is not all-inclusive, flexibility is key. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment and Location

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, apps, phones, photocopiers, filing cabinets and fax machines. Job must be performed in office and does not have a remote work option. Our professional office space provides a safe, healthy, and employee-centric atmosphere located 17 miles from Boston close to Interstates 93 and 95. We are less than a 10-minute drive away from a mecca of restaurants, shopping centers and other local businesses including but not limited to CVS, Stop & Shop, Rockland Trust Bank.

Note: There is no elevator in this building and our office is on the second floor. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stepstool, as necessary.





Who We Are

Mclvor Business Services, Inc. is a Massachusetts Certified Minority and Women Business Enterprise (WBE & MBE) by The Supplier Diversity Office of Massachusetts. We were established in 2007 to provide extensive compliance driven knowledge and experience with Tax Services and Business Solutions.

We are an employee-centric community that thrives on ensuring all our employees are provided with the utmost support, care, flexibility, and whole person growth opportunities. We seek those capable of helping us grow our business, as well as grow with us. People who are well-rounded, customer focused, thrive in unexpected moments in life, and like to laugh a lot while embracing diversity, equity, and inclusion, including cross-cultural understanding.

Position Type and Expected Hours of Work

Business hours are Monday through Thursday, 9:00 a.m. to 5 p.m. Flexibility in hours is allowed with a minimum of 20 hours per week, more (up to 30) during busy times, particularly around tax filing season (i.e., January-April) Employee must be present in the office; the job does not allow for remote work.

Compensation and Benefits

- Starting pay of \$22/hour
- Flexibility within the business hours
- 8 paid holidays
- Paid day off on your birthday
- 401(k) Match
- Paid sick time
- Paid office closure between Christmas and New Year's Day
- Monthly Team Wellness Days and/or Annual offsite company retreat
- Free Parking.

Application instructions:

If you are interested, please send a cover letter & resume to Careers@MclvorBSInc.com

Deadline: Immediately or until filled

