

Assistant Account Coordinator (1 Opening)

Join E-RATE ONLINE: Empowering Education Through Smart Funding Solutions

At E-RATE ONLINE, we're more than a consulting firm—we're champions for schools and libraries nationwide. Since 1996, we've secured hundreds of millions in E-Rate reimbursements for over 300 clients, simplifying complex processes to maximize funding. We're growing fast and seeking a passionate Assistant Account Coordinator to join our dynamic team. If you're eager to kickstart your career, build relationships, and make a real impact in education, this is your opportunity to grow with us!

Position Overview:

Reporting to the Chief Operating Officer and Operations Manager, you'll play a key role in supporting our Operations team with accounts receivable, collections, and client account coordination. This entry-level position provides hands-on experience in a niche field, offering opportunities for career growth in a supportive, hybrid work environment.

Key Responsibilities:

- Prepare and distribute accurate invoices, ensuring timely and precise billing processes.
- Manage accounts receivable functions, maintaining up-to-date client contact information and contracts.
- Reconcile accounts payable/receivable, resolving discrepancies efficiently to ensure accuracy.
- Coordinate client information to support strong relationships and seamless account management.
- Assist in filing E-Rate program forms using our internal online systems, ensuring compliance and meeting deadlines.
- Maintain and update our database with a keen eye for detail to ensure data integrity.
- Generate reports to verify invoice accuracy and support operational efficiency.
- Contribute to team success through weekly meetings and assist with special projects as needed.
- Other duties as assigned to support our mission-driven team.

What We're Looking For:

We're open to recent college graduates or those with experience in office, customer service, or account coordination roles. A Bachelor's degree is preferred, but your enthusiasm and skills are what matter most.

- **Core Skills:** Strong written and verbal communication, with interpersonal abilities to build client trust and team collaboration.
- **Technical Proficiency:** Proficient in Microsoft Office (Word, Excel, Outlook, Teams) and comfortable navigating online systems for research and data management.

- **Personal Attributes:** Detail-oriented, proactive, and able to multitask while meeting tight deadlines. You're adaptable, self-motivated, and thrive independently or in teams with a positive attitude and strong work ethic.
- **Bonus:** Familiarity with E-Rate or similar programs is a plus—we'll provide training to help you succeed.

Why E-RATE ONLINE?

- **Impactful Work:** Directly support funding for education initiatives that transform communities across the U.S.
- **Growth Opportunities:** Gain hands-on experience in a specialized field, with pathways to advance in operations or account management.
- **Competitive Benefits:**
 - 401(k) with company match
 - Comprehensive health insurance and Health Savings Account
 - Generous paid time off, including holidays
 - Annual merit-based bonus
- **Work-Life Balance:** Hybrid schedule (currently 3 days in-office, 2 remote) from our Orange, CT location. Monday-Friday, 8:00 AM – 4:30 PM (40 hours/week) with a half-hour lunch.
- **Fun & Inclusive Culture:** Join a diverse, vibrant team with company outings, milestone celebration lunches, and a collaborative environment where everyone thrives.

Compensation:

Salary: \$35,000 - \$45,000 annually, commensurate with experience.

Start Date: Immediate – Apply now to join our team!

Job Type: Full-time, Salary

Location: Orange, CT (Hybrid)

Ready to Make an Impact?

Submit your resume and a brief cover letter explaining why you're excited about E-Rate consulting to careers@erateportal.com. We can't wait to hear from you!