



Invoice Processor

COMPENSATION: \$13.00 per hour, 40 hours a week, Medical, Dental and Flextime after 90 days, Vacation and Holiday after 1 year.

POSITION SUMMARY:

The Property Management Invoice Processor performs multiple tasks necessary to ensure consistent operation of Property Management Account Receivables and Accounts Payable. The Property Management Disposition/Collections Processor is called upon to function in the following areas:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process the final accounting for tenants after possession of a unit.
- This includes receiving all documentations of turn work, vendor and staff bills, tenants lease files and documents.
- Detail filing and organization of each past tenant and documents
- Tracking on an excel spreadsheet and in the data base for past tenants
- Process Disposition and turn into the accounting department by deadlines
- Mail, E-mail, or hand deliver Dispositions to agencies and past tenants.
- General office duties such as; answering phone, filing, data entry and use of basic office equipment.
- Keeping a phone contact log at all times.
- Communicate with agencies and tenants (oral or written) regarding; status, balances and payment agreements
- Multi-task, write clearly, spell correctly, pay attention to detail and be organized.
- Generate reports in excel and data base by their deadlines.
- Process non-payment of disposition to collection agency
- This includes tracking on spreadsheet and data system
- Gathering all documents for the collection agency to send over
- Creating payment agreements for past account bills.
- Ability to keep confidential information in regards to record keeping
- Process move outs in spreadsheets and data system
- Process electricity transfers and document on spreadsheet

REQUIRED QUALIFICATIONS

- High School diploma or GED
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Proficiency with Microsoft word and excel software
- Knowledge and ability to operate general office equipment and telephone systems
- Ability and willing to work cooperatively with, supervise, and train others
- High degree of discretion dealing with confidential information
- Ability to prioritize tasks to meet strict deadlines

If you feel you are qualified and want to apply for this position:

You MUST submit a St. Vincent De Paul (SVdP) Job Application at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.