



Payment Processor

Eugene, OR

Pay \$17.00 hour

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

Schedule

8 hour shift

FILE CLERK JOB DESCRIPTION

POSITION TITLE: Accounting – Payment Processor

SUPERVISOR: Housing Controller - Accounting

COMPENSATION: \$17.00 per hour, 40 hours a week, Medical, Dental, Vision, Holiday and Flextime after 90 days, Vacation after 1 year.

POSITION SUMMARY:

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

The Accounting team member – Payment Processor performs multiple tasks necessary to ensure consistent processing of the rent checks received from tenants. The Accounting team member– Payment Processor is called upon to function in the following areas:

- Process rent checks received

- Assist with month end closing
- Provide supporting documentation as needed for audits
- Assist as required and needed with other accounting team processes and activities
- Ability to keep confidential information in regards to record keeping

REQUIRED QUALIFICATIONS

- High School diploma or GED
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Must be dependable, able to prioritize tasks and be flexible with changes in job duties
- Data entry skills
- Excellent customer service skills
- Proficiency with Microsoft Office software
- Knowledge and ability to operate general office equipment
- Ability and willing to work cooperatively with others
- High degree of discretion dealing with confidential information
- Ability to prioritize tasks to meet strict deadlines
- Maintain work area keeping clean and free from clutter

PREFERRED QUALIFICATIONS

- One year general accounting work experience desired
- Working knowledge of accounts receivable, account payable and account reconciliations desired
- Experience using an accounting software system
- Valid Driver's License and insured vehicle

SPECIFIC RESPONSIBILITIES

General office duties:

- Learn and use Great Plains (GP), the accounting software
- Process rent checks received by making the required bank account deposits as well as the corresponding entries in the accounting software system, Great Plains (GP)
- Other duties as assigned
- Maintain appropriate interpersonal relationships with co-workers
- Must be at work, ready to work at scheduled work times