



PM Invoice Processor

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

COMPENSATION

Signature: _____

Date: _____

\$18.00 per hour, 40 hours a week, Medical, Dental, Holiday and Flextime after 90 days,
Vacation after 1 year.

Signature: _____

Date: _____