

Woodmen Hills Metro District
Now Hiring

Position: Assistant Billing Coordinator

Essential Duties and Responsibilities: include the following. Other duties may be assigned

- Process pay off statements for closing homes
- Maintains new residents and enter them as new accounts
- Process customer refunds for closed accounts
- Process payments into the billing system
- Answer phones and customer questions
- Assist walk in customers
- Process final bills for customers who no longer reside
- Verifies every account has a zero balance before customer receives a final bill
- Primary contact for property managers and title companies
- Maintain a spreadsheet with all new residents and all previous residents.
- When available research old outstanding accounts and make sure balances get paid
- Help with customer shut offs
- Assist the Director of Administration
- Assist the Billing Coordinator
- Run necessary errands for the company
- Other Duties as assigned

Competencies

- Problem solving
- Technical skills
- Customer Service
- Interpersonal skills
- Oral Communication
- Written Communication
- Teamwork

- Motivation
- Dependability
- Attendance/Punctuality
- Self-Starter
- Organizational Support
- Initiative
- Innovative
- Safety Awareness
- Preferred Spanish Bilingual

Skills

To perform this job successfully we prefer, an individual having knowledge of QuickBooks Accounting Software; CUSI Database software; and Microsoft Office Suites

Physical Demands

Regularly required to sit; use hands and fingers, to handle or feel and to talk or hear. Occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/ or move up to 50 pounds. Must be able to fulfill all cleaning duties to include sweeping, mopping, cleaning restrooms and toys.

Qualifications

Looking for 1-3 years customer service experience. Prefer an associates in finance, accounting, or business.

How to apply

Please email resumes to Rachel@whmd.org