

Woodmen Hills Metro District  
Now Hiring

Posting Date: March 10, 2021

Position: Assistant Billing Coordinator

Location: Woodmen Hills Metropolitan District

**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](mailto:Rachel@whmd.org).