

Lockbox/Cash Posting (Accounting - AR) - \$12 - \$13/hour (King of Prussia)

Compensation: **\$12 - \$13/hour commensurate with experience**

Established Organization in King of Prussia has an immediate temporary opening for candidates with Lockbox Experience. Work hours for this position are Monday to Friday, 8:00am - 5:00pm.

Candidates interested in this position **MUST HAVE** prior lockbox experience and be able to complete the following tasks:

Ensure timely and proper posting of customer payments and the resolution of lockbox exception items.

Identify rejected items, correct inaccurate fields, post resolved items.

Key Characteristics:

Detail oriented with excellent analytical and investigative skills to improve lockbox processes.

Excellent ability to reconcile and balance customer accounts

Duties and Responsibilities:

Research and process lockbox exception items for lockbox and electronic payment files.

Correct inaccurate data fields contained in the exception file received, batch release resolved items and re-submit for the nightly transmission to the field.

Promptly research, resolve, and respond to district and customer payment inquiries.

Distribution of customer mail received through lockbox to appropriate departments.

Data entry of customer coupons.

Assist in maintaining a database of customer contact information.

Retrieve daily files.

Process Electronic Funds Transfer (EFT) forms for commercial customers.

Knowledge, Skills and Abilities:

Ability to read, analyze and interpret general business documents.

Ability to write routine correspondence.

Excellent customer service skills.

Experienced in Microsoft Word, Excel, Typing and Data Entry.

Education and Experience Required:

Associate's degree, preferably in Accounting or Business Management, or equivalent work experience.

1 to 2 years related experience.

If you have the demonstrated skills to be successful in this fast-paced opportunity and can pass a criminal background and drug test, send your resume to resume@careersexpress.com for immediate consideration. Work hours are Monday to Friday 8:00am - 5:00pm. The salary rate is \$12.00 - \$13.00 commensurate with experience.

