

Lockbox Specialist

Position Summary:

Our capture workflow includes document preparation, scanning, QC, and indexing (data-entry) within a service based and goal oriented team environment.

Lockbox processing, in addition to prep, scan, QC, and/or indexing, includes mail sorting and check scanning to the bank for deposit while using a program to create a deposit report for each client prior to upload.

Position Requirements:

Candidates will be motivated, organized, detail oriented, responsible, and reliable.

Candidates must possess the ability to multi-task and be able to work independently.

Candidates must be able to focus on repetitive tasks for long period of time and demonstrate a consistent sense of urgency.

Candidates are encouraged to learn and become proficient in all four task based functions.

Candidates must be able to follow exact customer and job specific instruction and consult with team leads when uncertainty exists and/or issues appear.

Data-entry experience and light typing skills.

Industry knowledge desired.

High school or equivalent degree (GED).

Ability to communicate in English (verbally and in writing).

Must be able to lift 35 lbs.