POSITION SUMMARY

Under the supervision of a full-time staff member, this position provides support to the Accounts Payable Department at the LSCS Systems Office located in the Woodlands. Responsible for assuring quality and proper indexing of documents in the software database. Required to assist with manual credit card payments and electronic ACH payment notifications and to respond to document requests. Will prepare and voucher invoices during peak times.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Send standardized department emails
9. Collect and record data
10. Maintain and/or process records
11. Prepare reports

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Working knowledge of general office procedures and practices
- Ability to multi-task

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system