

# **Foreclosure Billing Clerk**

## **Job Responsibilities:**

- Process Daily Invoicing in multiple systems.
- Initiate, respond to and maintain written and verbal communication with clients.
- Prioritize Invoicing to adhere to client deadlines.
- File research and review for exception items.
- And other duties as assigned.

## **Job Requirements:**

- A minimum of one year of experience in Billing
- A minimum of one year of Billing in a Foreclosure Law Firm
- Customer Service experience
- Able to work in fast-paced, high volume foreclosure firm.
- Strong computer and analytical skills.
- Must have experience using Microsoft Excel.
- Must be organized and able to multi-task.
- Excellent written and verbal communication skills.