

Accounts Receivable & Drive Thru Customer Service

Job Description

- Answer phones, direct calls to appropriate offices
- Take customer's payments at drive thru window
- Balance cash drawer, make change for customers
- Answer customer's questions or direct to appropriate person
- Take and log customer's readings
- Work up daily deposits from window, night drop and mail
- Scan checks & print report
- Assist with customers at front desk
- Assist with seasonal projects
- Assist other offices where needed.
- Perform other tasks as specified by Management
- Cross train to substitute other positions when needed
- Sort incoming mail and distribute to appropriate departments
- Filing as needed
- Some lifting and lots of bending/stooping

Job Type: Full-time

Requirements

- High School Diploma/GED
- Pass a drug/background Test
- Have excellent Driving Record
- Have some computer skills (typing, Microsoft Office, and Excel)
- Be able to Ten Key with touch
- Be able to count money, make change and balance your drawer daily
- Have excellent customer service skills
- Want to grow with in Bethesda WSC

Starting pay is \$14.00 an hour.

Signature: _____ Date: _____