



Office of Don Summers
1001 Preston, 1st Floor / Houston, Texas 77002

JOB POSTING 0278

JOB TITLE: Lockbox Technical Assistant

HOURS: Monday-Friday
7:45a.m - 4:45p.m. or as required

DEPARTMENT: Disbursements and Reporting

SALARY: \$18.00- \$19.00 hourly

JOB DESCRIPTION

- Download, decrypt and verify lockbox/mortgage company files
- Prepare summary balancing E-file, mortgage file and image reports using Word and Excel
- Process Pre-balancing Deposit Status Report
- Research and resolve all file balancing issues
- Edit lockbox files using the property tax system (ACT)
- Research and resolve ALL balancing issues from edit mode.
- Post lockbox files, save all reports, and perform detailed checks and balances
- Transfer Image files to ACT server using FTP protocols
- Run daily deposit and balancing reports, review for accuracy
- Prepare daily reconciliation of the bank reports to ACT processed reports
Investigate all differences immediately, notify management and with approval make corrections
- Prepare daily posting to general ledger
- Run and save weekly and monthly reports
- Assist in performing month end procedures
- Responding to internal and external report requests
- Training in disbursement processes

QUALIFICATIONS

- High School Diploma required. Associates degree preferred
- Two to Five years of work experience
- PC experience with proficiency in Excel and Word. Knowledge of Monarch preferred
- Excellent reading comprehension and verbal/written communications skills
- Professional attitude and appearance
- Ability to analyze and balance data, investigate variances and draw conclusions
- Demonstrated strong written and verbal communication skills, tact and diplomacy
- Ability to work independently and function effectively in a team-oriented environment
- Ability to work in a fast paced environment.

CLOSING DATE AND TIME: February 24, 2012 at 2:00 p.m.

All applications must be received in the Human Resources Department of the Harris County Tax Office no later than the above date and time.

The Harris County Tax Office has an employment-at-will policy.

**Please send applications and resumes to: The Harris County Tax Office
Attn: Carolyn Pinina-Human Resources Department**

A comprehensive background check may be conducted on applicants for this position.

All qualified applicants will be contacted

THIS IS AN OPEN JOB POSTING