

Part-Time Payment Processor

Job Description:

Equitable Finance Company continues to grow in the consumer finance business. Our continued growth means career development opportunities for you! The Part-Time Payment Processor is responsible for performing routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

- Word processing
- Audio and copy typing
- Telephone and email inquiries
- Processing payments
- Creating and maintaining filing system
- Scheduling and attending meetings
- Assisting the Branch Manager with any items needed

Applicants for this position should possess:

- An outgoing personality and helpful nature
- Self-starter with an excellent work ethic and sense of urgency
- Bilingual English/Spanish skills preferred
- Dependable transportation and valid driver's license
- Pass pre-employment screening and criminal background checks

Required education:

- High school or equivalent