



STATEMENT & FILING PROCESSOR

Job Description

Department: Astra Business Solutions

Reports To: General Manager

Supervisors: N/A

Status: Full-time, Nonexempt

Job Summary:

Primary duties will center on the function of accurately processing statements and invoices for outgoing mail and filing of daily invoices. The duties include processing, filing and scanning of invoices, payments and collections, and is responsible for handling incoming phone calls. This position may perform clerical support duties as assigned by the Senior Processor or General Manager. The position requires 40 hours per week (9am-5pm), Monday through Friday.

Core Competencies:

Motivated, energetic, reliable, readily accepts change, communicates in a positive and appropriate manner, possesses excellent listening skills, and receptive to constructive feedback.

Key Result Areas:

- Completion of daily work in an accurate and timely manner.
- High degree of product and service knowledge and ability to work within a team environment.
- Friendly, knowledgeable and accurate information conveyed to both internal and external customers.

Duties & Responsibilities:

- Process merchant invoices and payments in a timely and efficient manner.
- Review and approve daily work completed by processing staff for accuracy and completeness.
- Train, coach, and support processors in procedures and best practices.
- Manage UCC security filings, continuations, and documentation.
- Communicate professionally with merchants, customers, and internal staff.
- Prepare correspondence, reports, and documentation using Microsoft Word, Excel, and other applications.
- Perform daily deposits, reconciliations, and collection activities in accordance with established procedures.
- Conduct quality checks and recommend improvements to workflow and efficiency.
- Support compliance and audit readiness efforts.
- Perform other duties as assigned by the General Manager.

Requirements:

Education: Bachelor's degree in business, finance, or related field preferred; equivalent experience accepted.

Experience: Minimum 4–6 years of experience in processing, banking operations, or a related field, including at least 2 years in a lead or supervisory capacity.



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Technical Skills:

- Strong proficiency in Microsoft Office (Word, Excel, Outlook).
- Knowledge of financial processing systems and general accounting principles.
- Excellent written and verbal communication skills.

Other Requirements:

- Strong attention to detail and analytical ability.
- Effective time management and leadership skills.
- Ability to work both independently and collaboratively in a team environment.

Astra Business Solutions is an Equal Opportunity Employer. The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

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