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# Example of Processing Representative Job Description

Our growing company is looking to fill the role of processing representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for processing representative

* Ensure the timely review and completion of all reinstatements and payoffs for mortgage loans in foreclosure
* Manage all payoffs for mortgage loans in bankruptcy
* Monitor the Cash Management function to ensure funds are accurately applied and the mortgage servicing system (LPS) is properly updated for all reinstatements and payoffs
* Manage invoice payments for all mortgage loans reinstated or paid off
* Collaborate with vendors and outsourcing agencies to address cash processing issues
* Process returned items, reversals, state dated check, daily suspense reconciliations and reconciliation of mortgage recoverable balances
* Monitor Cash Processing mailboxes
* Support processing cash items
* Assumes primary responsibility for paying Payroll Administration Client Associates
* Communicates and provides World Class Payroll Service to Client base located remotely throughout the country

## Qualifications for processing representative

* Ability to work independently to resolve customer concerns and problems
* Ability to work successfully in teams with co-workers
* The successful candidate must pass the PC Sim test on record
* Ability to adapt to change and use initiative to overcome challenges
* Must have intermediate knowledge of Microsoft Office products (specifically Word, Excel, Access, Outlook)
* Understanding of International market settlement desirable