International membership and education organization is looking for a detail-oriented individual with data entry experience.  Applicant will be responsible for processing daily payments, tracking and resolving outstanding payment issues and generating weekly reports in a timely manner.  The job includes heavy data entry, posting payments from cash, checks, and credit cards, verification of lockbox transactions, and resolving credits and processing refunds as needed.

The applicant should display a positive and proactive attitude, close attention to detail, strong organizational skills, the ability to prioritize and multitask. Strong communication skills, both on paper and over the phone, are needed as this individual will frequently deal with both external members and other departments internally.

High school diploma required, some college preferred. Must have strong data entry skills, have proficiency in Microsoft Office products, and be willing to learn custom database. Previous office experience required.

Please submit your resume and cover letter with salary requirements to jobs@caionline.org. Submissions that do not include salary requirements will NOT be considered.  Candidates ONLY--no calls from staffing firms please. Community Associations Institute (CAI) is an equal opportunity employer.