



PreCash provides a convenient, real-time payment system that converts cash into electronic payments for consumers who choose not to have access to traditional payment methods such as credit cards or bank accounts. PreCash offers a unique suite of payment products that includes Prepaid Wireless Refill, Bill Pay, Deposits and Stored Value Products. As a single source solution, PreCash offers the retailer a simplified user interface and integrated settlement, reconciliation and reporting.

PreCash has been recognized in top 50 of Inc. Magazine and Deloitte Technology "500 Lists", and is a 3 time Houston Business Journal "Top 50 Fastest Growing Technology Companies". PreCash was most recently honored with the Better Business Bureau Award for excellence and is one of the best companies to work for in Houston.

PreCash has an immediate opening for and **Expanded Bill Pay (EBP) Agent** to work in our payment processing department. We offer an excellent working environment, challenging business objectives, competitive compensation, 401K and great benefits package. If you are looking for a fulfilling opportunity in a growing company, we invite you to explore PreCash.

## **Expanded Bill Pay (EBP) Agent:**

### **MAJOR RESPONSIBILITIES / ESSENTIAL FUNCTIONS:**

- Efficiently and Accurately process payments through several automated systems
- Use computer systems to obtain and review customer information
- Perform entry level customer service tasks including verifying customer data
- Provide detailed documentation on customer accounts
- Meet required monthly goals set by the department

### **QUALIFICATIONS:**

- High School Diploma or equivalent.
- Minimum 6 months of data entry, payment processing, or related office/clerical experience.
- **Strong attention to detail and ability to follow procedures with speed and accuracy.**
- Proficient keyboarding skills and familiarity with 10-key telephone pad.
- Capable of working in a close team environment.
- Ability to sift through data and discern what is relevant and needs to be documented and/or escalated to supervisor's attention.
- Ability to communicate effectively over the phone or via email.
- Willing to work a flexible schedule depending on Payment Center demands.
- Willing to work for long hours in a seated position on repetitive tasks.

### **ADDITIONAL DESIRED QUALIFICATIONS:**

- Experience in MS Excel and Outlook