

Job details

Salary

- Full time - \$20 - \$26 an hour. Salary is commensurate with experience.

Qualifications

- Associates Degree (Preferred)
- 2 Years Bankruptcy Experience – Chapter 13 (Preferred)
- Microsoft Office: 2 years (Preferred)

Full Job Description

- The Office of the Chapter 13 Trustee located in Downtown Detroit has an immediate opening for a Claims Processor. Responsibilities include review of all claims and supporting documentation for timeliness and legal requirements. Input of all claims into bankruptcy software with appropriate coding. Referral of insufficient claims to legal department for objections. Review and input of orders into bankruptcy software. Verify accuracy of data entered. Perform review and audit of case detail including financial transactions and claim entry. Serve as a backup for telephone, incoming mail sort and distribution. Assist with hearings as needed. May be utilized as back-up for miscellaneous functions within the office.

Skills and Abilities

- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication skills.
- Strong work ethic.
- Detail-oriented, professional attitude, and reliable.
- Possess strong organizational skills.
- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking abilities.
- Ability to interact with employees and public in a professional manner.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness.
- Experience using PACER.
- Must be computer literate.
- Sitting and viewing computer screens for extended periods of time are required.

Benefits

- Health insurance (including dental and vision).
- Life insurance.

- Short and long-term disability.
- 401(k) with company match and additional company contribution.
- Paid time off and paid holidays.
- Flexible Spending Account.
- Paid parking.
- Flexible work schedule with the ability to work remotely 2 days per week (after initial training period).

Please email resume, references, and salary requirements to employment@det13ksc.com.