



### Employment Assistance Ministry: Employment Opportunity

Company:	Texas Funding Corporation
Job Title:	AP/Servicing Clerk
Location:	10497 TOWN & COUNTRY WAY, STE 810  SMALL MORTGAGE/REAL ESTATE INVESTMENT OFFICE- 7 EMPLOYEES
Job Duties:	This is a full time, 8-5, Monday through Friday position. Duties include <ul style="list-style-type: none"><li>• AP duties</li><li>• Handling customer insurance and servicing</li><li>• Assisting Controller with projects using Excel and Word</li></ul>
Requirements:	Minimum of 3 years Professional work experience  Knowledge of Excel, Word, and Sage 50  Intermediate Computer Skills
Other Information:	Interested candidates that meet the requirements should send their resume to <a href="mailto:BILL@TEXASFUNDING.COM">BILL@TEXASFUNDING.COM</a> .