

**Office of the Chapter 13 Trustee – Marilyn O. Marshall**

**Job Opening**

**Location** Suite 800, 224 S. Michigan Ave., Chicago, IL 60604  
**Business** Financial and legal administration of consumer bankruptcy cases  
**Job title** Receipts Specialist

**Qualifications**

- Bachelor’s degree
- Ability to read and interpret complex materials
- Compute statistical and mathematical data
- Operate fairly technical machines
- Analytical judgment
- Detail-oriented
- Data entry
- Ability to work under pressure and process a high volume of work accurately

**Description** Work as part of the financial administration team and perform the following responsibilities:

- Process lockbox receipts
- Generate exception reports
- Process in-house cash receipts
- Act as backup on the payroll process
- Research creditor return and stale-dated checks
- Provide courteous, knowledgeable and efficient telephone service to our customers.

**Credit and criminal background check** Receipts Specialist candidates are required to undergo and successfully complete a consumer credit report check and a criminal background check as a condition of employment.

**Send cover letter, resume and salary history to** Email: [receiptspecialist@chi13.com](mailto:receiptspecialist@chi13.com)

**Posting expiration** The posting period for this job vacancy expires when the position is filled.

*Mission Statement: Through our administration of Chapter 13 cases, we assist and support the bankruptcy community, including debtors, creditors, attorneys and the judiciary. We perform the statutory duties of a bankruptcy trustee, furnish accurate and timely information; and facilitate communication. Our efforts are directed toward the successful completion of Chapter 13 plans by debtors and repayment to creditors. We are committed to providing courteous, knowledgeable and efficient service.*