

*ACC, BA, ECO, FIN, MGT,  
MIS, & MKT Concentrations*

# Rodriguez Rentals & Properties

*Location:  
1620 Musser St.*

## **Responsibilities:**

**Answer phones, process payments from our customers on their rent and other payment contracts; post payments to our ledgers and QuickBooks (Computer software); purchase supplies needed for repairs or office use; expense all purchases; prepare daily bank deposits; work on payables, receivables, and collections.**

## ***Required Qualifications:***

- *Self-Motivated;*
- *Good customer service;*
- *Responsible;*
- *Computer skills;*
- *Problem solver;*
- *Quick Books;*
- *Professional;*
- *Bilingual;*
- *Microsoft Office Suite;*
- *Good phone etiquette.*

## **Spring 2015 Internship Opportunity**

**Start Date:** Jan. 21, 2015

**End Date:** May 5, 2015

## **Amount to be Paid:**

\$7.25 per hour; increases  
with merit.

## **For More Information:**

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