

JOB DESCRIPTION
Administrative Receptionist/Accounting Clerk

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| 1. Little Dixie C.A.A | 2. Program: Administration |
| 3. Reports To: Fiscal Officer | 4. Title: Administrative Receptionist/Accounting Clerk |
| 5. Grade: 7-Entry | 6. Date: December 2019 |
| 7. Approved By: Rebecca Reynolds RR | 8. Status: Non-Exempt |

JOB SUMMARY

The Administrative Receptionist/Accounting Clerk attends to visitors and deals with inquiries on the phone and face to face. He/She supplies information regarding the Agency to the general public, clients, and customers, and provides clerical support for the administrative staff. He/She also provides support and performs routine tasks for the Accounting department.

DUTIES AND RESPONSIBILITIES

1. Greet persons entering the office
2. Answer telephone, screen, and direct calls
3. Take and relay messages
4. Provide information to callers
5. Direct persons to correct destination
6. Deal with queries from the public and customers
7. Ensures knowledge of staff movements in and out of building
8. Prepare letters and documents
9. Sign for and keep a log of packages received for LDCAA and employees and ensure deliveries go to correct person/program
10. Assist administrative staff members with general clerical duties as needed
11. Distribute bid packets and accept bids
12. Assist persons with on-line employment applications, and benefit kiosks
13. Keep front office neat and organized
14. Keep information area stocked
15. Scan and index newspaper articles
16. Do cost comparisons as needed
17. Prepare claim for payment forms from invoices
18. Audit travel expense statements and claim for payment forms for accuracy
19. Stamp invoices and travel expense statements as paid
20. Perform simple monthly bank reconciliations

21. The listed job functions, duties, and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP

The Administrative Receptionist/Accounting Clerk reports to the Fiscal Officer and exercises no supervision over other employees.

QUALIFICATIONS

1. High school diploma/GED is required.
2. Knowledge of computers and relevant software applications including MS Office and Internet.
3. Knowledge of administrative and clerical procedures
4. Knowledge of customer principles and practices
5. Keyboard and ten-key calculator skills
6. Knowledge of basic math skills

KEY COMPETENCIES/REQUIREMENTS:

1. Verbal and written communication skills
2. Professional personal presentation
3. Customer service orientation
4. Information management
5. Organizing and planning
6. Attention to detail
7. Initiative
8. Reliability
9. Stress tolerance
10. Working knowledge of MS Office
11. Typing skills
12. Calculator skills

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 25 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments

I certify that I understand and accept the responsibilities and duties of this position and can perform the same either with or without reasonable accommodation.

Employee Signature

Date

Employee Name (Printed)