|  |  |  |
| --- | --- | --- |
| **Employee Name** |  | **Division** |
|  |  | Administration |
| **Job Title** | **Job Classification Code** | **FLSA Status** |
| Fiscal Assistant – Front Desk | Grade 3 | Nonexempt |
| **Reports to:** |  | **FTE** |
| Fiscal Services Director |  | Part-Time |
| **Employee’s Signature** |  | **Date** |
|  |  |  |
| **Supervisor’s Signature** |  | **Date** |
|  |  |  |

# PRIMARY FUNCTIONS

* Provide first-line response to clients
* Clerical support

# AGENCY EXPECTATIONS

* Adhere to Agency policies and procedures.
* Acts as a role model within and outside the Agency.
* Provide friendly, responsive service to the public, community organizations and to those we serve.
* With a respectful and positive attitude, work with low-income individuals and families with diverse backgrounds.
* Support, develop and maintain productive relationships required to carry out job activities.
* Demonstrate flexible and efficient time management.
* Maintain the security and confidentiality of all records and interpersonal interactions.
* Serve as an advocate.
* Work effectively and cooperatively with community partners and co-workers.
* Participate in Agency-wide and program events.

# QUALIFICATIONS

Minimum

* Education equal to high school diploma or GED
* Clerical experience
* Knowledge of Microsoft Office applications
* Knowledge of filing and other standard general office procedures
* Ability to follow oral and written directions
* Ability to work with the public
* Ability to use multiple-line telephone system
* Proof of valid driver’s license and current/adequate vehicle insurance coverage

Preferred

* Demonstrated understanding of diverse backgrounds and cultures

# REPORTING TO THIS POSITION ARE:

None

# ESSENTIAL FUNCTIONS

1. Management of Front Desk Operations:
   1. Answer telephone, distribute mail, post outgoing mail, and make copies
   2. Receive clients and the general public and refer them to appropriate personnel
   3. Retrieve/locate information requested by clients
   4. Coordinate efforts in maintenance of office equipment
   5. Filing, data entry, copies, typing correspondence
   6. Log incoming checks
2. Accounts Payable duties:
3. Print accounts payable checks
4. Prepare weekly accounts payable checks for mailing
5. Clerical Support and backup for other staff:
   1. Assist in scanning and filing
   2. Type correspondence, reports, minutes, and other materials
   3. Data entry
   4. Special mailings
   5. Telephone
   6. Copies
6. Perform other duties and responsibilities as assigned by supervisors. Handle special administrative projects as well as overflow work from other departments and management team.

# AMERICANS WITH DISABILITY SPECIFICATIONS

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; each with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.
* The employee must occasionally lift and/or move up to **10** pounds.
* Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.