

RECEPTIONIST/ACCOUNTING CLERK - 1011

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible clerical work providing assistance to the public, receiving and routing calls to proper person; backing up designated finance staff, does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serving as central office telephone operator and receptionist; processing mail; entering data; preparing and maintaining files and records, and backing up finance staff as assigned.

Answers switchboard placing incoming calls to various offices;
Receives and records messages; provides basic information to callers;
Acts as receptionist; greets visitors and provides directions;
Backs up finance staff as assigned which may include collections or customer service;
Receives, sorts, distributes and collects mail; posts mail;
Enters mail payments into computer system; balances and updates mail payments;
Performs data processing, word processing and spreadsheet maintenance duties;
Performs basic filing duties;
Makes copies of documents;
Stuffs envelopes; places address labels on envelopes;
Prepares and maintains various files and records;
Maintains reasonable and predictable attendance;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office procedures; general knowledge of the operation of the switchboard; some knowledge of operations of the assigned department; ability to speak clearly, understand and follow written and oral directions; ability to operate personal computer and standard office equipment; ability to type accurately and at a reasonable rate of speed; proficient skill in Microsoft office products.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some clerical/office experience.