Administrative Office Clerk Job Description

The Position: Under the direction of the Executive Director, the position is a maximum of 32 hours per week at $16.00 per hour and does not include benefits.
The hours are: Monday – Thursday, 9:00am – 5:00pm

The successful candidate will be able to exhibit the following skills:

- Receive and answer phone calls in a professional manner
- Send and receive emails
- Greet clients in a professional manner
- Knowledge of modern office equipment
- Understanding of generally accepted accounting principles and the ability to perform accounts payable functions, accounts receivable functions and post entries in Quickbooks.
- Accurately apply mortgage payment entries to homeowners accounts
- Pay impounds (taxes/insurance) for mortgages
- Accurately compile information and mail, in a timely manner, year-end statements to Donors/Homeowners
- Clean up databases
- Data entry
- Filing
- Maintain confidentiality of sensitive information
- Community Outreach on behalf of the affiliate
- Create and distribute monthly Newsletter
- Create and distribute Constant Contact e-blasts
- Update and maintain Social Media sights
- Update and maintain Website
- Create and distribute Semi Annual Mailer
- Create Advertising and Press Releases for all events

Qualifications:

High school diploma required; AA degree or higher preferred
1 – 3 years of Administrative Office Clerk experience
Basic Typing and computer skills: Microsoft Office Suite
Quickbooks knowledge required
Knowledge of Keystone preferred