

CITY OF CHELAN JOB DESCRIPTION

TITLE: **Part-Time Receptionist/Clerical Assistant**

DEPARTMENT: Finance

REPORTS TO: Senior Accountant/Business Manager

SUPERVISES: None

ADOPTED/REVISED DATE: 12/17/2019 SALARY GRADE: 17 (61%)

POSITION PURPOSE/SUMMARY

This is a support position for the Finance Department. Primary duties include answering phones, assisting customers, data entry, setting up & maintaining files, printing, and other related duties. This position will receive extensive cross training in accounts receivable, provide support and backup for the utility billing function.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations.
- Greets customers via telephone or in person, aiding or directing to appropriate department.
- Processes and distributes incoming mail, processes outgoing mail.
- Performs data entry for the Finance Department.
- Performs cashiering functions and may reconcile daily cash drawer.
- Enter and maintain asset management information in financial software.
- Maintains inventory and orders supplies when needed.
- Maintains filing systems.
- Assists with ongoing projects such as records retention and destruction, purging of obsolete accounting files; and research on upgrading/replacement of office machinery and equipment.
- Performs other duties as required by designated Supervisor.

WORKING CONDITIONS

Work is of a clerical nature and typically performed indoors, with prolonged sitting and fine manipulation skills required for computer use. Some periodic lifting and stair climbing may be required. The environment is sometimes stressful in trying to meet customer needs. Minimal overtime may be required.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public.
- Ability to understand an issue presented under stressful situation and make sound decision on dispensation of the issue.
- Ability to communicate clearly and effectively both orally and in writing.
- Proficiency with office machinery including multi-line phone system, copiers, printers, scanner, and postage.
- Computer proficiency with word processing & spreadsheet applications including mail merge & form letters. The department utilizes Microsoft Word, Excel and Outlook, in addition to specialized accounting software.
- Willingness to be flexible with schedule and assigned projects.
- Ability to work well under pressure.
- Position is expected to work five days a week.
- Must be oriented towards community service and be sensitive to the public process.

QUALIFICATIONS/EXPERIENCE REQUIRED

Minimum of one-year computer experience utilizing Microsoft products, including Word and Excel, with an emphasis on merging documents and basic spreadsheet applications.

Experience in a general office setting using office machinery and equipment, including postage machines, fax, and multi-line telephone systems.

Valid Washington State Drivers License with driving record free from serious or frequent violation.

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.