



Clerical Assistant Job Description

- Answer, screen and transfer inbound phone calls
- Receive visitors
- General clerical duties including photocopying, fax and mailing
- Use of computer such as Microsoft Office, Additional database use (FileMaker Pro), QuickBooks accounting software, RPM (Representative Payee software)
- Handle requests for information and data
- Prepare written responses to routine inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Open, sort and distribute incoming mail
- Maintain office supply inventories
- Coordinate maintenance of office equipment
- Maintain petty cash reimbursements
- Prepare and send invoices to County MH/MR for contract reimbursement
- Accept payment and issue event tickets. Assist Social Recreation Coordinator in maintaining event attendance lists
- Company Payroll
- Other duties as assigned by the Executive Director

Necessary Skills and experience

- Intermediate computer skills
- Ability and willingness to learn new software when necessary
- Intermediate experience in performing routine accounting procedures.
- Exceptional Communication skills - written and verbal
- Ability to maintain confidentiality

- Planning and organizing
- Ability to multi-task and work under deadlines.
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Keen attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork mentality

Education

- High School Diploma or equivalent required
- Post high school education in a business discipline preferred

Other Requirements

- Current PA driver's license
- Successfully pass a PA State Police Criminal Background Check and Child Abuse Clearance Check