|  |  |
| --- | --- |
| Job Title: | **Filing Clerk** |
| Department: | **Administration** |
| Reports to: | **Accounting Manager** |
| Grade: | **PS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Diane Bucco** |
| Date: | **March 18, 2021** |
|  | |
| Purpose:  The Filing Clerk maintains accounts payable files and supports the Accounts Payable position. | |
| Essential Functions:   * Maintain accounts payable filing system. * Assures records are accurate and contain required back-up of assigned accounts payable. * Performs other incidental and related duties as required and assigned. | |
| Position Objectives:   * To ensure that all work is completed accurately and in a timely manner. * To represent the agency in a professional, friendly, and caring manner. * To respond to the needs of vendors as well as co-workers. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of work produced. * Cooperation with and feedback from supervisor and co-workers. | |
| **Minimum Education:**   * High school diploma or equivalent. | |
| **Minimum Experience:**   * No previous experience required. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Excellent customer service and interpersonal communication skills. * Strong organizational skills with the ability to pay attention to detail. * Ability to handle multiple tasks with multiple interruptions. * Strong listening skills with the ability to understand and carry out directions. * Accuracy and attention to fine detail are required. * Possess necessary skills and knowledge to assure accurate data and reports via computerized in-house accounting network. * Proficient in Word and Excel. | |
| **Minimum Physical Expectations:**   * Physical activity that always involves keyboarding, sitting, phone work, and filing. * Physical activity that often requires extensive time working on a computer. * Physical activity which sometimes involves lifting up to 25 lbs. and standing. * Physical activity that often requires bending, stopping, reaching, and/or twisting when filing and year-end moving of files. | |
| **Minimum Environmental Expectations:**  The Filing Clerk position operates in a clerical, office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. | |