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| Job Title: | **Filing Clerk & Building Intake** |
| Department: | **Administration** |
| Reports to: | **Accounting Manager** |
| Grade: | **PS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Diane Bucco** |
| Date: | **March 18, 2021** |
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| Purpose:  The Filing Clerk maintains accounts payable files. Supports the Accounts Payable position.  As a member of the Building Performance Staff the Intake Specialist is responsible for the administrative tasks necessary with client intake, production scheduling, file maintenance, procurement, and filing documentation for all associated agencies and funders. | |
| Essential Functions:  *File Clerk*   * 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.   *Building Intake*   * Client intake * Job task scheduling * File processing * Working with vendors and contractors * Client interaction before, during, and after jobs * Assisting other staff members with time sensitive requests. | |
| 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.   *Building Intake*   * Timely and accurately processing intake documents. * Reimbursement requests * Maintaining all administrative standards required for the program. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of work produced. * Cooperation with and feedback from supervisor and co-workers   ***Building Intake***   * Employee reviews * Monitoring results * Client Satisfaction surveys | |
| **Minimum Education:**   * High school diploma or equivalent. * AA, BA,BS with business experience preferred. | |
| **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, year-end moving 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.  Building Intake must be able to work in an office setting and be around various allergens without reaction. | |