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| 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** |
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| 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.
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| 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.
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| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of work produced.
* Cooperation with and feedback from supervisor and co-workers.
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| **Minimum Education:*** High school diploma or equivalent.
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| **Minimum Experience:*** No previous experience required.
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| **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.
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| **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.
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| **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.
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| **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.  |