

Position: Office Support Staff

Job Status: Grade 6, Step depending on experience and qualifications

I. I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

I. II. Minimum Qualifications:

- Must have a high school diploma; Associates degree in Business Administration or Marketing preferred
- Must have experience working with basic office and database computer programs, including Microsoft Office Suite
- Must meet all deadlines agreed upon with Community Services
- Must be able to adhere to agency and funder policies and procedures
- Must be skilled in time management, fixing priorities, organizing skills, attentiveness, and accuracy in performance
- Must be committed to working in a team environment
- Must possess good project management skills
- Must have the ability to establish good relations with all levels of employees and members of the community
- Must have effective presentation of information and strong spoken language skills for responding to questions from managers, clients and the general public
- Ordering supplies/Payment processing
- Travel arrangements/Payment processing

- Assist with yearly reports (CAP, etc.)
- Maintain vendor agreements

- **III. Specific Responsibilities:**

- 1. Complete payment vouchers
- 2. Review paperwork for accuracy
- 3. Assist in the development of documents and events to promote public awareness of EOAC
- 4. Reconcile Voucher payments
- 5. Pulling data/entering data for reports
- 6. Prepare/Compile/submit reports
- 7. Other duties as assigned

A clerk assistant is responsible for providing administrative assistance when necessary. The position distributes and receives appropriate and complete documents related to CEAP housing programs and others as administered by the agency.

The job description should not be construed to imply that the requirements listed are the exclusive standards of the position.

Note: Position contingent upon annual programmatic funding levels.

Immediate Supervisor: Director of Community Services & Resource Development

Date of Approval