

ASH FORK SCHOOL
Receptionist / Finance Clerk I
OPEN: until filled

POSITION SUMMARY:

Receptionist perform various administrative duties, including answering telephones and giving information to the public, parents and students. Finance Clerk I provides support to the District Business Office.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Answer, screen, and forward telephone calls
- Greet walk-in customers and other visitors and escort them to specific destinations
- Contribute to the security of the office by helping to monitor visitors' access
- Obtain or send information or documents using a computer, mail, or a fax machine
- Copy, file, and maintain documents and records
- Collect, sort, distribute, school related paperwork/flyers
- Process bills, checks, receipts and other documents
- Ensure all documents are properly signed and distributed
- Enter data and maintain updated records
- Assist with account reconciliations
- Communicate with vendors and colleagues
- Report the status of accounts and discrepancies

QUALIFICATIONS, EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High School Diploma or equivalent
- Knowledge of basic bookkeeping and financial transactions
- Familiarity with financial regulations, i.e. Generally Accepted Accounting Principles (GAAP)
- Knowledge of MS Office and databases
- Attention to detail
- Organizational and multitasking abilities
- Excellent verbal and written communication skills
- Reliability and strong work ethics
- Ability to solve problems

Contact the District Office at 928.637.2561 or download an application from www.afjUSD.org.

Address: 46999 N 5th Street, Ash Fork Az 86320.

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