



# St. Vincent de Paul

SOCIETY OF LANE COUNTY

## Accounting File Clerk

Eugene, OR

Pay \$16.00 hour

### Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

### Schedule

8 hour shift

## FILE CLERK JOB DESCRIPTION

**POSITION TITLE:** Accounting – File Clerk

**SUPERVISOR:** Corporate Controller - Accounting

**COMPENSATION:** \$16.00 per hour, 40 hours a week, Medical, Dental, Vision, Holiday and Flextime after 90 days, Vacation after 1 year.

### POSITION SUMMARY:

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

The Accounting team member – File Clerk performs multiple tasks necessary to ensure consistent operation of the Accounting files. The Accounting team member– File Clerk is called upon to function in the following areas:

- General office duties such as: answer phone, filing, data entry, generate correspondence, word processing and use of basic office equipment.
- Communicate with co-workers and supervisors regarding: Invoices, Files, and other accounting paperwork

- Assist Accounting Management with various projects.
- Create and Maintain an efficient and accurate filing system for all of the Accounting team

## **REQUIRED QUALIFICATIONS**

- High School diploma or GED
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Minimum two years of clerical or administrative experience
- Typing skills
- Word processing skills
- Data entry skills
- Excellent customer service skills
- Proficiency with Microsoft Office software
- Knowledge and ability to operate general office equipment and telephone systems
- Ability and willing to work cooperatively with others
- High degree of discretion dealing with confidential information
- Ability to prioritize tasks to meet strict deadlines
- Maintain work area keeping clean and free from clutter

## **PREFERRED QUALIFICATIONS**

- 10-key proficiency
- Experience preparing bulk mail
- Valid Driver's License and insured vehicle

## **SPECIFIC RESPONSIBILITIES**

### **General office duties:**

- Create and/or modify forms using Microsoft Office
- Maintain filing system
- Learn and use accounting software
- Prepare outgoing mail including bulk mail
- Use fax machine, copier, multi-line phone, calculator, printer and PC daily
- Other duties as assigned
- Maintain appropriate interpersonal relationships with co-workers
- Must be at work, ready to work at scheduled work times