



File Clerk Job Description

Job Title: File Clerk (Part – Time)
Department: Accounting
Reports To: Director of Finance
FLSA Status: Non – Exempt

JOB SUMMARY:

Seeking an individual to sort, organize, file and maintain documents in the Accounting Department according to an established filing system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- File management and maintenance
- Organize paperwork and documents according to the establish system for filing
- Create and/or update records with new files and information, as needed
- Search for information contained in files, keep files current and supply information from files
- Provide support for the corporate office switchboard, upon request

SKILLS AND QUALIFICATIONS:

- Good working knowledge of MS Office and office equipment (copier, scanner etc.)
- Ability to arrange items in various orders and patterns; combine and generate groups in different ways
- An understanding of confidentiality and policies
- Excellent organizational skills
- Attention to detail
- Critical thinker with ability to find solutions and conclusions to problems; determine necessary actions needed
- Knowledge of administration and clerical procedures and systems (file management/records)
- Written and oral comprehension
- Ability to bend, stoop and move around with ease
- Professional demeanor and excellent communication skills (both verbal and written)

EDUCATION AND/OR EXPERIENCE:

High School Diploma or equivalent; and 3 years' experience in a related field