

**POSITION DESCRIPTION
(Final)**

Position Title	Finance Support and Mailroom Clerk
Department/School	Financial Services
Reports to	Manager of Finance
Positions Supervised	None
Employee Group	PPWC
Pay Grade	5 (under review)
Date Last Revised	September 2009

Position Summary

Reporting to the Manager of Finance, this position provides a wide variety of clerical functions and support in the Finance department and in the mail room, as well as relief and assistance in duplicating and purchasing.

Main Duties and Responsibilities

1. Performs various clerical support functions in the Finance department including:
 - data entry;
 - cashier duties;
 - petty cash control;
 - freight shipping/receiving;
 - filing
 - answering phones; and
 - responding to inquiries from the public and College staff.

2. Performs mailroom services duties including:
 - receiving, sorting, processing and distributing mail for the Castlegar campus;
 - processing specialized mail and maintaining records;
 - monitoring postage;
 - preparing inter-campus mail;
 - assigning mailboxes to new employees;
 - arranging for maintenance of mailroom equipment; and
 - maintaining adequate supply inventories.

3. Performs duplication centre duties including:
 - planning and prioritizing incoming print jobs to ensure efficient production and timely completion;
 - programming job specifications into copiers making adjustments for quality output;

- loading required paper stocks and running print jobs;
- monitoring output for quality and correcting problems as they arise;
- maintaining a clean and safe work environment;
- troubleshooting and rectifying routine equipment issues;
- reporting equipment failures to Service Technicians;
- responding to inquiries and requests from students, staff and the public; and
- maintaining security of materials.

4. Performs other related duties as assigned by the supervisor.

Required Qualifications

Education and Experience

- High School Graduation
- Completion of one year of the Business Administration program or a designated Accounting program;
- Proficiency with Windows XP and Microsoft Word and Excel;
- Minimum 2-3 years related experience

Skills, Knowledge and Abilities

- Ability to multi-task and prioritize;
- Speed and accuracy with an adding machine
- Working knowledge of duplicating equipment
- Working knowledge of Copyright rules and regulations
- Excellent interpersonal skills
- Excellent customer service skills
- Excellent written and verbal communication skills
- Excellent attention to detail
- Proven ability to work independently and as part of a team

Approvals

Employee

Date

Supervisor

Date

Human Resources Representative

Date