

# Office Clerical

## A successful candidate will:

- Be detailed oriented
- Have strong organizational skills
- Familiar with the Microsoft Suite
- Be a self-starter
- Be able to maintain strict confidentiality
- Work closely with others in a team environment
- Be willing to learn new software and processes
- Have a basic understanding (or be willing to learn) of agriculture

## Key Results Areas:

- PcMars Accounting
  - Process client accounting as needed.
  - Provide Training to new at-home users.
  - Troubleshoot issues for at-home users.
  - Provide on-site and webinar training classes for at-home users with other staff.
- Manage the client database:
  - Keep names and addresses current.
  - Maintain email address.
  - Make sure services are current.
  - Provide lists of clients to consultants for each visit time.
- Manage electronic data
  - Organize DMS (or other electronic file system) and ensure all long term documents are scanned legibly and available for use if needed.
  - Scan documents
- Update postage allocation log as needed.
- Update copier allocation log as needed.
- Coordinate with IT consultants on technology troubles, software installs, etc.
- Assist with assembly of income tax returns.
- Assist in E-file process
- Assist in managing website, uploading articles, etc.
- Assist in preparing newsletters
- Manage mailings (Newsletters, average book mailings, marketing, etc)
- Answer Phones
- Miscellaneous clerical duties as needed.