

FOOD BANK OF THE ALBEMARLE
Job Description

Position Title: Data Entry Clerk

Position: Part-Time - \$10.00 per hour no benefits.

Schedule: Minimum 12 hours per week

Reports to: Agency Relations Supervisor and/or Office Manager

Job Qualifications: Computer experience required. Proficient with Microsoft Office 2013 (including Outlook, Word, & Excel). Excellent communication and interpersonal skills are necessary. High school diploma/GED and two years minimum related experience in data entry preferred.

Essential Requirements:

- Clearance through a North Carolina Criminal Record check provided by applicant
- Valid North Carolina Driver's License
- Adherence to "Drug and Alcohol Policy" and all other Food Bank policies
- Ability to work independently and as a team member
- Minimum typing speed: 50 WPM
- Ability to operate basic office equipment (telephone, fax, copy, etc.)

General Description:

The Data Entry Clerk is directly responsible for entering all data related to accounts receivable into financial database and donor software. He or she will also enter and track monetary and in-kind donations to the Food Bank, as well as ensure accurate reporting by partner agencies. In addition, this position will produce correspondence to Food Bank donors using the donor software program. The Data Entry Clerk will work closely with the Development, Agency Relations and Finance departments.

Oversight of other Persons/Positions: None

Principal Activities of the Position:

- Assist Development, Agency Relations and Finance Departments with data entry and correspondence to partner agencies and donors
- Personalize and mail donor Thank You letters
- Enter Daily Deposits into Ceres & Donor Pro
- Enter Agency monthly reports into Access & Excel
- Assist agencies with reporting current data
- Process donation receipts and agency invoices
- Maintain accuracy across multiple databases
- Run special reports for department managers as needed

Accountability:

- Work harmoniously with all other departments/staff
- Maintain organized filing system and workspace
- Participate in full staff meetings

Preferred Knowledge, Skills, and Abilities:

Self-starter who can work independently and effectively under minimal supervision. Proficiency in the performance of data entry, database management and word processing. Strong ability to multi-task. Excellent written and verbal communication skills. Knowledge of Google Drive preferred. Ability to work in a team environment. Ability to handle multiple tasks and concurrent projects. Honesty, integrity and commitment to the Food Bank's mission.

These efforts will be in compliance with Feeding America guidelines, and in cooperation with the Food Bank of the Albemarle's policies and the agencies the Food Bank serves.

This job description may be subject to modification to reflect changes in the requirements or functions of the position.