



JOB DESCRIPTION

JOB TITLE: Receptionist
JOB STATUS: Temporary Full Time, Non-Exempt
REPORTS TO: Executive Assistant

POSITION SUMMARY:

Under general supervision, this temporary position will provide routine and some advanced accounting duties related to the Finance department, including processing invoices, check requests, purchase orders, account receivables, account payables, payroll, account reconciliations, and financial reporting in an accurate and timely manner.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Receive, screen, direct and route visitors, mail, and telephone calls. Maintain good rapport with the general public and all Authority staff.
- Provide general information on Housing Authority programs and related data, as appropriate.
- Prepare a variety of routine correspondence and/or forms from rough drafts, notes, or brief instructions.
- Maintains vehicle log for all BSRHA vehicles and visitor in/out log.
- Point of contact in the event of building evacuation and headcount of personnel at the muster point.
- Collect, compile, and convert information and data into reports, graphs, charts and tables. Duplicate, collate, and distribute documents as necessary.
- Must be able to perform work duties promptly.
- Observe BSRHA safety rules, regulations, policies, and procedures.
- Maintain complete confidentiality of any information gained through professional and client interactions.
- Coordinate special projects as assigned by the Executive Assistant, Construction Manager and the President/CEO.
- Performs other duties as assigned or required. Where other duties comply with any CBA restriction and match the employee's skills, know-how or ability to learn, other duties

PHYSICAL REQUIREMENTS:

This position is partially sedentary, with significant personal computer activity use of standard office equipment. The employee will be required to sit, stand, bend, walk, climb stairs, kneel and drive to perform the essential functions of this job successfully.

WORKING CONDITIONS:

This position functions primarily in an office environment, with some travel required to regional sites served by BSRHA.

This job description is designed to indicate the general nature and level of work performed by an employee within this job category. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for an employee assigned to this job. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

This job description is not an employment contract.

BSRHA is an Equal Opportunity Employer. Preference in selecting qualified candidates will be provided to Alaska Native/American Indian candidates per applicable law.