

## Secretary - Bookkeeper

Status: Hourly - Year Round Position

\$14 per hour

Rev: 1.2

### **JOB OVERVIEW**

The Secretary/Receptionist is a member of both the Nueva Esperanza Leadership Academy team and Community Programs team. This position reports to the NELA Principal and will work closely with colleagues from both the school and community. The Secretary/Receptionist serves staff, students and families through a variety of job duties.

### **JOB DUTIES**

- Greet students, staff, families and community members with a positive attitude
- Front desk safety: visitor sign in, etc.
- Bookkeeper – Purchasing, Manager of multiple program budgets
- Schedule meetings, take notes, disseminate meeting minutes
- Receive and sort mail and deliveries
- Provide general administrative and clerical support
- Answer phone and direct to the appropriate staff member
- Communicate information through emails, phone, website, announcement TVs, etc.

### **KNOWLEDGE AND ABILITIES:**

An ideal candidate will possess:

- High School Diploma
- Must be able to relate effectively to diverse community and demonstrate understanding of cultural diversity.
- Experience with clerical procedures/accounting preferred.
- Excellence in customer relation skills.
- Interpersonal skills including maintaining confidentiality and not gossiping.
- A high level of competence in Microsoft Office (Excel and Word).
- Ability to communicate well verbally and in print in Spanish and English required.

### **Tentative Hours: 7am – 4pm**

- Candidate must be okay with having flexibility with start and ending times depending on external factors including the warehouse schedule, adult education offerings, etc.

### **Application Process:**

- Please submit resume to Eric Sobotta, Vista Hermosa Community Team Lead at [erics@firstfruits.com](mailto:erics@firstfruits.com), or for more information call (509) 749-2138.