



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

814-230-9010
814-313-7320 (fax)
<https://regionalcollegepa.org>

POSITION TITLE: Finance Administrative Assistant/Receptionist

JOB TYPE: Full-time

LOCATION: Warren, Pennsylvania

DATE POSTED: January 15, 2020

PRIORITY DEADLINE: January 31, 2020

CLOSE DATE: Open until filled

JOB DESCRIPTION: See page 2-3

APPLICATION PROCESS:

SUBMIT: Letter of interest, resume, and contact information for three references to:

Northern Pennsylvania Regional College
Attn: Human Resources
300 2nd Avenue, Suite 500
Warren, PA 16365

OR

Email to employment-hr@rrcnpa.org -- Include the position title in the subject line

MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements may apply):

PA Child Abuse History Clearance
Pennsylvania Access to Criminal History Record Check
Federal Criminal History Background Check
Valid Driver's License

For additional information, please call the NPRC Administrative Offices at 814-230-9010

NPRC is an Equal Opportunity Employer. NPRC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

JOB DESCRIPTION

JOB TITLE: Finance Administrative Assistant/Receptionist

CLASSIFICATION: **EXEMPT (ANNUAL SALARY)**

DIVISIONS: Finance and Administration (85%); Advancement and Community Relations (15%)

DEPARTMENT: Administration

REPORTS TO: VP Finance and Administration

SUPERVISES: n/a

MINIMUM REQUIREMENTS:

- High School diploma with a minimum of five years' successful experience in an administrative support or associate degree or higher with three years' successful experience in administrative support
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Proficient in Microsoft Office software (Word, Excel, PowerPoint)
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to work independently and with other staff
- Ability to learn new software packages, create and maintain databases, and integrate functions

PREFERRED QUALIFICATIONS:

- Associate degree preferred
- Three to five years of experience in an administrative role

POSITION SUMMARY:

The Finance Administrative Assistant/Receptionist position facilitates the efficient operation of the Finance and Administration department and the Advancement and Community Relations departments by performing a variety of clerical and administrative tasks. This position will greet, assist, and provide direction and information to visitors, students, and other guests of the College.

ESSENTIAL FUNCTIONS:

- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments
- Greets visitors, students, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items
- Maintains digital and paper filing systems as directed
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed
- Responds to and resolves administrative inquiries and questions
- Coordinates and schedules travel, meetings, and appointments for assigned departments
- Prepares agendas and schedules for meetings

- Records and distributes minutes or other records for meetings
- Maintains and orders office supplies and coordinates maintenance of office equipment with the IT Department
- Create and maintain database for advancement and community relations
- Performs other related duties as assigned

CLEARANCE REQUIREMENTS:

- PA Child Abuse History Clearance
- Pennsylvania Access to Criminal History Record Check
- Federal Criminal History Background Check
- Valid Driver's License

PHYSICAL REQUIREMENTS:

- The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Ability to read, communicate verbally and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines
- Standing, walking and sitting
- Use of hands to touch, handle, and feel; reach with hands and arms
- Must be able to occasionally lift and/or move up to 25lbs/12kg
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus

WORKING CONDITIONS/WORK SCHEDULE:

- Office Location: 4th and 5th floor of accessible building
- Work hours: 8:30 am to 5:00 pm, Monday thru Thursday; includes 1-hour lunch break
8:30 am to 4:30 pm Friday; includes 1-hour lunch break

TRAVEL REQUIREMENTS:

- Infrequent travel may be required