



## Job Description: Receptionist / Finance Assistant

POSITION TITLE: Receptionist / Finance Assistant — Part-time

LOCATION: Upstate Forever Greenville Office

I. POSITION SUMMARY – Under the direction of Finance leadership, this position will serve as office receptionist; support the Accounts Payables, Accounts Receivable, and benefits administration functions; and support facilities management activities. This is a part-time, onsite position.

### II. KEY RESPONSIBILITIES

#### A. Receptionist

- Answer main phone line and route calls and voicemail messages
- Greet visitors and service vendors
- Distribute incoming mail and accept deliveries

#### B. Payables Assistant

- Review incoming invoices for payment or obtain approval from appropriate staff
- Assist with invoice processing, data entry, and filing
- Assist with processing of employee expense checks and corporate credit card reconciliation

#### C. Receivables Assistant

- Maintain daily check log and prepare daily deposit reports

#### D. Benefits administration support

- Complete the IRA contribution transfer as a part of the bi-weekly payroll process
- Notify the benefits management vendor of employee status changes

#### E. Facilities management support

- Perform routine checks of building safety systems (exit signs and fire extinguishers)
- Communicate with office equipment and facilities management vendors as directed by Finance leadership
- Monitor the performance of the housekeeping service and perform light housekeeping tasks, such as setup and cleanup for small luncheons, putting out the trash, and maintaining coffee supplies

### III. SKILLS AND EXPERIENCE

- High school diploma or GED required; some college preferred
- Two or more years of related experience
- Working knowledge of Microsoft Word and Excel, familiarity with Apple products and Google applications
- Familiarity with QuickBooks a plus



- Flexibility, attention to detail, and good communication skills
- Bilingual (Spanish) a plus

#### IV. COMPENSATION

Compensation range for 20 hours/week is \$14.00-\$17.50/hour and will be competitive and negotiable based on qualifications, skills, and experience. Simple IRA with company contribution.

To apply, send a cover letter and resume via email to [jobs@upstateforever.org](mailto:jobs@upstateforever.org) by 5:00 p.m. July 31, 2020. No phone calls, please.

**COVID-19 precautions:** To protect the safety of our employees in light of the recommendations from the State and Federal Governments as a result of the COVID-19 pandemic, Upstate Forever is currently implementing additional safety protections. These protections include but are not limited to social distancing practices; the wearing of masks in common areas; frequent disinfecting of commonly touched surfaces; and limiting office access to employees, maintenance workers, and cleaning service workers.

**DEI commitment:** Upstate Forever is committed to diversity, equity, and inclusion. We are taking deliberate steps to build authentic community partnerships and cultivate new leaders at all levels of our organization — from our membership to our staff to our board — to ensure that we better represent the community we serve.

Upstate Forever is an equal opportunity employer.

*Upstate Forever is a nonprofit conservation organization that protects the critical lands, waters, and unique character of Upstate South Carolina.*