



Job Description

POSITION TITLE: Receptionist & Business Office Assistant

SUPERVISOR: CFO

JOB DESCRIPTION

Perform various duties as receptionist in the Urshan main office. Assist the business office with deposits.

DUTIES AND RESPONSIBILITIES

- Answer the telephone
- Process in-coming and out-going mail
- Collect payments from students
- Create deposit reports
- Post all payments in Populi
- Create and collect timecards for payroll
- Process petty cash and reconcile weekly
- Process and reconcile postage machine monthly
- Assist students with printing and faxing needs