



## **Job Description**

**POSITION TITLE:** Receptionist & Business Office Assistant

**SUPERVISOR:** Human Resource Officer

### **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
- Prepare weekly check deposits and run them through check scanner
- Prepare monthly cash deposits for A/P to deposit
- Pull daily reports in collaboration with the business office
- Track/calculate work study hours on t-sheets in collaboration with HR
- Process petty cash and reconcile weekly
- Process and reconcile postage machine monthly
- Assist students with printing and faxing needs
- Assists HR with clerical duties.