

Administrative Clerk

Job Description

Department: Administration
Reports To: Business Administration Manager
Employment Type: Full-Time, Non-Exempt

The Food Bank of Northwest Indiana is seeking an Administrative Clerk to provide administrative support to the Business Administration and Development/Communications Departments. The ideal candidate is organized, analytical, and highly skilled in data entry and clerical processes. The Administrative Clerk is responsible for the daily processing of correspondence and gifts, classifying and recording data, generating receipts and reports, inputting and posting data into accounting and donor database systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes and routes all incoming mail
- Enters gifts into donor data base (Salesforce)
- Processes gift receipts
- Processes, summarizes, and reconciles bank deposits
- Process donations from all sources (online, cash, direct mail, etc.)
- Accurately and efficiently sets up new donors in donor database
- Creates donor reports for finance, accounting, and development departments
- Works with Development& Communications team to identify and categorize donations
- Oversee and manage vendor correspondence and payment process, including coding invoices, expense reports, check requests with correct G/L account and department and entering bills and expenses into procurement software.
- Coordinate vendor ACH process
- Oversee employee expense reimbursement process. Reviews open invoices and expense reimbursements to ensure timely payments. Updates paid bills in procurement software. Investigates and resolves problems associated with processing invoices. Processes all electronic payments (e.g., ACH, credit card or auto pays).
- Ability to perform basic Excel functions such as entering data in spreadsheets.
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED
- Strong data entry experience
- Experience with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Experience with banking/financial/payment processing

- Strong organizational and time management skills
- Ability to prioritize tasks
- Experience with Salesforce or other donor databases
- Strong commitment to the mission of the Food Bank of Northwest Indiana
- Must pass pre-employment screening
- Excellent written and verbal communication skills
- Ability to work independently or part of a team
- Nonprofit experience is a plus but is not required.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

It is the policy of the Food Bank of Northwest Indiana to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. The Food Bank of Northwest Indiana will assure equal employment opportunities in all personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation, and benefits.