

OPC POSITION DESCRIPTION

Job Title: Member Service Representative/Clerk
Reports To: Financial Coordinator
Status: Part Time / Hourly

JOB SUMMARY:

The Member Service Representatives are responsible for interacting with OPC clients providing them information and cashing services. Additionally, they may be requested to provide information for OPC financial reports.

PRIMARY DUTIES:

1. Responsible for utilizing the OPC data base to enroll new members; register members for various OPC classes and events, sell tickets to various classes and events via cash transactions, check transactions and/or credit card transactions.
2. Enter all cash receipts into the OPC data bases and/or financial system.
3. Make change for members as well as sell small items such as stamps.
4. Answer members' questions regarding OPC activities.
5. Balance all financial transactions (cash, check, credit cards) at the end of each business day as well as verify the transactions of other Cashiers / Financial Clerks.
6. Prepare and file daily, weekly and monthly reports for all incoming money.
7. Enter report data into Excel or the financial system.
8. Be available for occasional evening and Saturday hours for a few special events.
9. Perform other duties / projects as assigned.

QUALIFICATIONS

1. Experience with handling cash/check/credit card transactions, balancing cash drawers.
2. Knowledge of MS Office products.
3. Experience and knowledge of financial processing is helpful.
4. Excellent interpersonal and communications skills.
5. Ability to work any day Monday through Friday from 8:00 am to 4:00 pm. Looking for someone who will work two to three days a week (primarily Tuesday and Friday to start).