Position: Foundation Support Technician	Position Number:
Department/Site: Advancement and Development	FLSA: Non-acilitate 7.32 25c16w* ( )Tj / /T(F

x Receive and disburse cash according to established procedures; distribute checks; prepare bank deposits and reconciliations; enter appropriate data into computer and post to proper account.

x Communicate information in person by telephone where judgment, knowledge and interpretation of policies and regulations are necessary.

x Coordinate activities of assigned office between the supervisor and staff, the public or other District officials.

x Receive, open and distribute mail; receive visitor, arrange travel, schedule appointments, answer telephone calls and refer to appropriate staff members.

x Edit and prepare a variety of correspondence, memoranda, reports and other materials; record and transcribe minutes, compose routine correspondence.

x Train and provide work direction to others as assigned; recommend new and revised office procedures as appropriate.

x Establish and maintain positive staff and public relations.

x Operate a variety of office machines and equipment, including typewriter, copier, calculator and transcription equipment.

x Arrange and schedule a variety of meetings and conferences.

x Coordinate arrangements for fund raising and awards events.

x Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

x Correct operations, procedures and methods of office to which assigned.
x Modern office practices, procedures and equipment.
x Financial and statistical record-keeping techniques.
x

- Plan, schedule and perform a wide variety of secretarial, clerical and typing duties in support of assigned department.
- Assemble diverse data and prepare clear and concise reports.
- Prepare and maintain accurate financial and statistical records.
- Verify, balance, reconcile, balance, and adjust accounts.
- Maintain complex and varied files and records.
- Type at 45 words net per minute from clear copy.
- Interpret and apply specific rules, policies