



JOB DESCRIPTION

Job Title:	Office Clerk, Administrative	Prepared by:	Evelyn Bryant
Department:	Casino Accounting	Date Prepared:	11/5/2020
Reports To:	Supervisor, Executive Administrative	HR Approval/Date:	R. Schwartzberg - 11/11/2020
FLSA Status:	Non-Exempt		

SUMMARY

Under the direction of the Executive Administrative Supervisor, the Administrative Office Clerk is responsible for ensuring that all internal and external mail is distributed accurately and timely. Responsibilities also include ensuring all checks are distributed and accounted for, and the ordering of office supplies and monitoring inventory. The Administrative Office Clerk enters contracts and invoices, and covers Department reception as needed.

	<u>Essential Duties & Responsibilities</u>	Estimated % of Time
1.	Uses enterprise vehicle to retrieve Accounting Department’s mail from interoffice mail site at Casino. Date stamps external mail and distributes all mail accordingly. Delivers outgoing interoffice mail to interoffice mail area at Casino using enterprise vehicle. Stamps outgoing mail using postage meter. Maintains postage meter and requisitions to replenish meter. Processes certified mail, next day, express and FedEx and delivers to post office using enterprise vehicle.	35%
2.	Responsible for safeguarding and delivery of all vendor checks. Delivers supporting documents and vendor checks to General Manager, vice presidents, and other executives as required for signature. Makes special deliveries if urgent need is requested. Collects all signed vendor checks and supporting documents upon approval. Bundles vendor checks and supporting documents and prepares checks for proper distribution. Stamps supporting documents as “Paid” and delivers to Accounts Payable File Clerk.	35%
3.	Responsible for ordering and replenishing all supplies for Accounting Office through use of procurement system and approved vendor supply systems. Schedules conference room appointments and meetings for individuals and groups, and coordinates room set-up as requested. Prepares travel authorization requests for Accounting management team and submits requisition for per diem. Uploads documents into approved legal system for routing and execution of contracts, agreements, and engagement letters. Manage entry-level projects delegated by Executive Administrative Supervisor.	25%
4.	Performs other duties as assigned to support the efficient operation of the department.	5%
		100%

EDUCATION/EXPERIENCE/QUALIFICATIONS

- High School Diploma or GED required.
- 1 year of relevant experience required.
- Type 50 words per minute with accuracy.
- Familiarity and experience with general office equipment, including but not limited to 10-key calculator by touch.
- Proficiency in Microsoft Office Suite (Word, Excel, and MS Outlook).
- Good reasoning and analytical ability.

CERTIFICATES/LICENSES/REGISTRATIONS

- At the discretion of the San Manuel Tribal Gaming Commission you may be required to obtain and maintain a gaming license.
- A qualified candidate/employee must have and maintain a valid driver's license with an acceptable driving record as determined by the enterprise's insurance carrier.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting.
- Work requires travel to attend meetings, trade shows, and conferences.
- Must be able to work in a fast paced, high demand environment.
- Sedentary work; involves sitting most of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of facilities, guests and employees. Use close, distance, peripheral vision, and depth perception.
- Strength sufficient to frequently lift and/or move up to 10 pounds below or at waist level and occasionally lift; move or carry objects over 40 pounds below and at waist level with assistance.
- Mobility sufficient to safely move in an office environment; walk, stoop, bend, kneel, enter and exit.
- Endurance sufficient to maintain efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.