

Volunteer Job Description

Title: Check Request Completion
Report to: Office Manager/ED
Trained by: Office Manager/ED
Shift: 4-5 hours weekly (or more based on need)
Schedule: Monday-Tuesday-Friday
Minimum Commitment: 6 months

Job Summary: Complete all Check Request forms (pinks) for staff/event reimbursement and accounts payable on a weekly basis for review by ED and completion by bookkeeper.

Duties and Responsibilities

- Remove all requests from “check request” folder.
- Complete pinks per additional training (understanding form, acct names, class, etc)
- Place pinks in ED box/designated area for approval by Wednesday morning - 9am
- Mail out any printed checks as needed

Knowledge, Skills, Equipment and Abilities

- Detail oriented
- Accuracy
- Great written and grammatical skills
- Ability to work with last minute revisions at deadline
- Ability to communicate with all levels of the organization as well as the general public
- Positive attitude and good work ethic.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.