



## Data Entry Clerk

**Reports to:** Senior Director of Finance & Admin

**Supervisory Responsibility:** None

**Position Classification:** Part Time, Non-Exempt, Hourly

**Position Description:** The Data Entry Clerk will assist all Meals On Wheels of Tampa (MOW Tampa) departments (Recipient, Volunteer, Development, Finance) to assure mission critical information is captured, entered and updated into organization databases and/or software programs.

### **Position Skills and Qualifications:**

- High School Diploma or GED
- 1-2 years related experience
- Excellent typing and computer skills
- Proficient with MS Office including Word, Excel, Access, PowerPoint and Outlook.
- Attention to detail a must
- Mission focused

### **Duties and Responsibilities:**

#### Recipients (Servetracker Software)

- Work with Recipient Team to assemble daily route sheets
- Input and update route sheet spreadsheets daily
- Assist recipient team with recipient birthdays, extra deliveries, treats, cards, etc.
- Assist with distribution of printed communications for recipients such as newsletters, informational alerts, and other items
- Review returned route sheets, enter any appropriate notes into database and notify recipient team of any pertinent information
- File signature logs to appropriate contracts as needed

#### Development (ETapestry Software)

- Responsible for biweekly input of donor information into Etapestry database.
- Update information as needed and assure accuracy of data.
- Run reports and queries, as needed for research and grant reporting.
- Generate mailing list and mail merge documents.
- Create thank you letters utilizing templates and mail merge.

#### Finance:

- Assist Program Specialist with daily credit card input and data update
- Biweekly positing of recipient payments into Servetracker

- Assist Finance team with monthly third party online claim filing
- Assist in maintaining office electronic files

Volunteers (Volunteer Hub Software)

- Enter new volunteers into donor software to be included in general communications
- Run reports and queries, as needed
- Run volunteer background checks, as needed

Other:

- Perform activities such as correspondence, copying, filing and other general office duties
- Be a positive team member for MOW and actively participate in all MOW functions.
- Other duties as required.