

Family Service Society of Yonkers is seeking a Full-time File Clerk in our Finance Department.

Essential Functions - Filing, Scanning, Photocopying.

1. Compile, organize and maintain orderly files for each client
2. Scan and photocopy documents, including client files and correspondence. Use image-scanning software to check scanned images and assign them a file name
3. Prepare high volume of mailing in accurate and timely manner via USPS or other Courier Service.
4. Provides backup to Receptionist position as required
5. Other clerical duties as assigned.

Job Requirements\Qualifications:

High School Diploma

Minimum 1 year experience as an Office Clerk or equivalent

Experience with large Office Equipment such as photocopiers and scanners

Proficient in Microsoft Office

Ability to handle large volume of documents

Please submit resume and cover letter to spcart@fssy.org

Shadene Peart – Asst. Controller.