



P&C Support Clerk

Department:	People & Culture
Reports To:	VP/People & Culture
Classification:	Non-Exempt, G5
Pay:	\$17.63 (min); \$22.04 (mind); \$26.45 (max)
Type:	Part Time
Location:	Glendora, CA

Purpose:

To process and distribute daily mail, perform ongoing document scanning and indexing, maintain office supplies, and perform miscellaneous other tasks and duties as assigned to various managers, supervisors, and administrative employees.

Major Duties and Responsibilities:

- Handle duties associated with the U.S. Mail and overnight delivery of packages and letters. Duties can include traveling to the post office to pick up and/or drop off the mail; sorting and delivering the morning and mid-day mail; metering and preparing for pick-up of the outbound mail; and ensuring that the metering machine has the proper level of postage and is in proper working order.
- Perform document scanning whenever not occupied with other duties or assignments. Continue the project of ensuring that all paper documents in current and backlogged files are scanned into electronic format and indexed properly.
- Provide support at Branch Reception as requested and assigned. Perform proper call handling procedures while on duty there and other clerical and administrative tasks at those stations.
- Help transfer shred documents from various places in the building into main shred bins as assigned or scheduled.
- Perform filing for any of the various departments as assigned. Periodically monitor files in the vault room to ensure they are in proper sequence.
- Assist with setup & teardown associated with events held at ACCU for visitors and outside groups.
- Continuously monitor office supplies and order/notify the proper contacts of items that need to be replenished.
- Other tasks and duties as assigned.

Expectations:

- To adhere to the principles and requirements of all applicable laws and regulations relating to your position and your ACCU employment, including but not limited to the Bank Secrecy Act (BSA), the anti-terrorism procedures of the Office of Foreign Asset Control (OFAC), the Anti-Money Laundering (AML) provisions of the USA Patriot Act, CFPB Rules and Regulations, NCUA and DBO rules and regulations. Loan Servicing staff are expected to be the critical thinkers of ACCU's lending division. Staff is required to be able to research issues or problems and offer

solutions. Participate in ongoing continued education courses. Assist the Director of Loan Servicing in creating and/or updating department workflow procedures.

Essential Functions:

- Ability to perform duties as outlined under “Major Duties and Responsibilities.”
- Ability to communicate clearly and to be understood.
- Ability to deal with sensitive and confidential information.

Qualifications and Educational Requirements:

- High school degree or equivalent.
- Must have a driver’s license & reliable transportation.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Pay Scale:

Our pay ranges are built to allow for candidates with various levels of skills and experience to be considered, as well as to allow room for growth and tenure achieved in this role over time. Typically, new hire salary offers fall within the minimum to midpoint of a pay range for many candidates. Any offer extended to a candidate will be based upon their unique set of knowledge, skills, education, and experience, as well as internal equity.

ADA Compliance Statement:

In compliance with the Americans with Disabilities Act (ADA), ACCU stands ready to accommodate any qualified employee with a disability who can perform the essential duties of their position, as long as necessary accommodations for that employee’s disability don’t cause an undue burden to the credit union.

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