

20th FW COMPTROLLER SQUADRON VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Finance Assistant
CONTACT PERSON: Orderly Room Staff
PHONE 895 - 1544
WORK LOCATION: Bldg 1118
ORGANIZATION: 20 CPTS/FMF – Finance
ADDRESS: 504 Shaw Dr, Suite 1118
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday
START DATE:
END DATE (If temporary):

VOLUNTEER DUTIES:

1. Assist with answering the telephone
2. Assist with copying and collating administrative documents
3. Assist with entering data into the computer
4. Assist with filing

SPECIAL REQUIREMENTS:

1. Working knowledge of computers (MSWord, MS Excel, MS PowerPoint)
2. Familiar with the military system and chain of command
3. Must have exceptional interpersonal and telephone skills. Is good at dealing with customers and diverse groups of people

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Obtain a variety of skills to put on a resume
2. Meet all kinds of new and interesting people

TRAINING:

1. Will training volunteer on operation of office equipment to include scanners, fax machine, copy machine and computer software
2. One-on-one instruction from program manager

Signature of "Volunteer"

Date

Signature of Volunteer Supervisor

Date