

Southwestern Wisconsin Community Action Program, Inc.

Job Description

Job Title: Systems Manager

Exempt (Y/N): No	SALARY LEVEL: 4
LOCATION: Montfort	DEPARTMENT: Housing/Energy
SUPERVISOR: Phyllis Novinskie	
UPDATED BY: Phyllis Novinskie	DATE: 7/29/2018
APPROVED BY: Walter Orzechowski	DATE: 7/29/2014

SUMMARY: Maintain computer database tying inventory, client data and accounts payable. Maintain records relating to program contract requirements. Prepare invoices for processing and disperse to customer files. Maintain vehicle and equipment repair records. Maintain complaint log. Answer phone. Review and determine customer eligibility. Prepare and maintain customer files. Complete correspondence as needed with customers and grant managers. File Costing and reporting. Maintain office and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Compiles data from sources such as contracts, purchase orders, invoices, requisitions, and accounting reports and enters information into computer to maintain inventory, purchasing, client records and accounts payable. Compiles stock control records and information such as consumption rate, characteristics of items in storage, to determine stock supply and need for replenishment.

Complete setup of client folders, verify eligibility and documentation. Contact and assist clients with application process. Answer phones, and provide information to customers.

Disperses inventory to field staff.

SUPERVISORY RESPONSIBILITIES: none

QUALIFICATION REQUIREMENTS: The ideal candidate must be skilled in the use of MS Office. Must demonstrate the ability to learn new computer programs with the ability to follow the help menus or guides. Experience in customer service, computer proficiency, and an understanding of basic financial concepts is required. The candidate must also have the ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Must possess the ability apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. We require strong leadership & organizational skills, communication and problem solving skills.

Must be able to operate office equipment such as copier, fax, printers, multi-line phone system, scanner and adding machine.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related

experience and/or training; or equivalent combination of education and experience.

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LANGUAGE SKILLS:

Ability to read and interpret documents such as the program manual, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, square footage, and volume. Ability to review data for accuracy. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.