



Position Title: Receptionist - Bilingual
Accountable To: Executive Director
Status: Full-time or Part-time; Non-Exempt

Overview:

The Gunnison Valley Regional Housing Authority's mission is to advocate, promote, plan and provide a long-term supply of desirable and affordable housing in Gunnison County in order to maintain a well-rounded community. We are a multi-jurisdictional Housing Authority created and supported by Gunnison County, the City of Gunnison, the Town of Crested Butte, and the Town of Mt. Crested Butte.

The primary goal of the Receptionist is to be the primary initial point of contact for the organization and provide administrative support and translation services. The initial job duties and responsibilities are as follows:

Office Administration

- Field, respond to and/or re-direct all general phone, email and in person inquiries; provide general information about our programs, properties and projects and/or provide additional resources. Provide translation services as needed.
- Input Accounts Payable and Accounts Receivable into QuickBooks according to budget; scan backup to Dropbox and upload to QB to enable efficient audit processes.
- Maintain organized, complete electronic file system for all financial and organizational documents; manage in-coming and out-going mail, mailings and banking.
- Download and file all bank statements, recurring expense & loan statements; transact and record bank deposits; manage incoming & outgoing mail & mailings.
- Maintain overall office organization and replenish supplies as needed.
- Conduct Property Management and Homeownership application intake according to established process; provide support to community members as needed.
- Provide additional support to team members and general public as needed.

Qualifications:

- Local applicants preferred; Spanish-speaking required
- Experience in Microsoft Outlook, Word and Excel required
- Excellent communication skills (verbal and written) required
- Organization and thorough attention to detail required
- Valid driver's license preferred; reliable transportation to office (Gunnison) required
- Electronic and physical file-management experience a plus
- QuickBooks experience a plus





Physical and Visual Activities:

Ability to interpret, evaluate and communicate detailed written or verbal instructions to/from others accurately and quickly, including answering phones, attending meetings, written correspondence or other forms of communication. Ability to lift, push, pull or carry up to 15 pounds for the dissemination of documents, supplies, materials, etc. to various locations throughout the office/facility.

Physical and visual activities that are commonly associated with the performance of the essential functions of this job. "Commonly associated" is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

GVRHA Benefits (FT):

GVRHA currently offers the following benefits for all full-time permanent employees:

- 2 weeks (80 hours) paid vacation/year, accrued at a rate of 6 2/3 hours per month
- 12 additional paid holidays following the holiday schedule for Gunnison County
- Sick leave accrued at a rate of 8 hours per month
- Generous company match for employee and dependent medical premiums; 75% dental and vision insurance premiums paid for employee and dependents
- 3% matching Simple IRA plan

