

Receptionist / Accounting Assistant (Part-Time)

Indiana Crop Improvement Association (ICIA)
Lafayette, Indiana

Position Summary

The Receptionist / Accounting Assistant plays a key role in supporting daily office operations and administrative functions. This position serves as the primary point of contact for visitors and incoming communications while assisting with clerical duties, data entry, organizational recordkeeping, and operational coordination. The role also supports accounting and bookkeeping responsibilities such as accounts payable, receivables filing, and contributes to the overall efficiency and effectiveness of the organization.

Key Responsibilities

- Serve as the first point of contact by greeting visitors and managing incoming phone calls and inquiries
- Provide general administrative support including correspondence, data entry, recordkeeping, and maintaining office files
- Support daily office operations such as scheduling, supply management, mail distribution, and calendar updates
- Data entry and reporting activities that support laboratory testing operations
- Assist with various field program activities including data entry requirements
- Assist with accounts payable distribution of checks & mailings, along with filing of payables and receivables
- Data entry and general support of various accounting documents as directed

Qualifications and Requirements

- High school diploma or equivalent with relevant administrative or clerical training and experience
- Knowledge of general office operations and data entry systems
- Ability to use word processing, publishing, and database software efficiently and accurately
- Strong communication skills with the ability to interact professionally with staff and customers
- Proven organizational skills and the ability to manage multiple tasks simultaneously
- Ability to work cooperatively with others in a team environment

- Demonstrated flexibility, initiative, and a willingness to support a variety of responsibilities
- Commitment to the organization's mission and ISO quality policy

Conditions of Employment

- Part-time, hourly, non-exempt position
- Work hours typically range from 18 to 30 hours per week, with flexibility required based on workload demands
- Written acceptance of the Association's Personnel Policy Guide for part-time employees