

Portland Office and Warehouse Clerk

Classification: Classified

FSLA Status: Exempt

Salary: \$46,000-75,000

Schedule: Full-Time, 12 Month

Location: On Site (Portland Location: 12035 NE Marx St, Bldg 5, Portland, OR 97220)

Reports to: Business Manager

Contract Days: 260

Bargaining Unit: No

Anticipated Start Date: July 1, 2024

Overview

Evergreen Virtual Academy (EVA) is an independently managed, public charter school for Kindergarten through 12th grade students in Oregon. When you join the team at EVA, you join a team of dedicated professionals working all over the state in a virtual environment to ensure the success of our families and students meet their educational needs and goals. EVA is sponsored by the North Bend School District and accredited through Cognia.

The mission of EVA is to provide a safe, inclusive and collaborative environment that values individual growth and achievement. Student success will be measured by valid and reliable assessment data, parent and student satisfaction, and continued institutional growth within the academic community.

Job Summary

Success in this position will be evaluated based on the individual's ability to support EVA by:

- Managing the Portland Office and Warehouse space.
- Stewardship and organization of school equipment and materials.
- Support with accounts payable and other school business tasks.
- Efficient processes for shipping out student materials.
- Ability to work collaboratively with both EVA staff and vendors.

Essential Duties, Responsibilities, and Abilities

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.

- Maintains physical office and warehouse space in Portland, ensuring a safe, clean, and functional environment.
- Answers telephone calls and emails that come into the Portland office and directs them to relevant staff and provides general support to visitors.
- Arranges travel and accommodations for administrative team and other staff, as needed.
- Ensures equipment is in proper working order and available for use by administration and staff.
- Assists with incoming and outgoing shipments from the Portland warehouse facility.
- Acts as liaison between staff and any outside contractors needed to resolve specialized problems.
- Supports the Executive Director with management of school promotional items and ordering and maintaining materials and equipment for in-person marketing events.
- Works closely with vendors to ensure that inventory of school technology and equipment is up-to-date.
- Ensures that new students and staff members receive the proper technology/equipment and materials/supplies in a timely manner.

- Processes equipment and materials requests from staff as needed.
- Manages curriculum materials stored at the warehouse and prepares packages for shipment to students as they enroll throughout the year.
- Coordinates the reclamation of student computers/equipment and materials upon school withdrawal or school year completion.
- Supports in the administration of the E-Rate program.
- Creates a culture of service and support to ensure the school maintains operational excellence.
- Provides administrative assistance support to Executive Director and other school leadership team members as needed.
- Utilizes a variety of word processing, database, presentation, webpage, spreadsheet, email, internet, intranet, and other software and tools.
- Performs the day-to-day processing of Accounts Payable transactions to ensure that finances are maintained in an effective, up-to-date and accurate manner.
- Receives and verifies vendor invoices for goods and services received
- Reviews invoices and properly allocates expenses to the correct cost account/cost center.
- Reconciles employee expense reports.
- Reconciles vendor accounts.
- Keeps updated vendor files.
- Tracks all purchase orders and related activities.
- Proactively works with management to achieve department goals.
- Keeps track of all office equipment maintenance, supplies and services and completes light cleaning duties to maintain the office and warehouse space.
- Fulfills approved materials requests and equipment procurement.
- Achieves financial objectives by supporting the annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Ensures that all items are invoices and paid on time.
- Serves as secretary to the Board of Directors.
- Other related duties as assigned.

Communication and Relationship Building:

- Maintains positive rapport with staff, vendors, families, and students they aid.
- Works collaboratively with other staff members across departments.
- Responds to vendors, students, parents, and colleagues in a timely manner.
- Occasionally works with other schools, districts, and government agencies.
- Fulfills mandatory reporting requirements and follows FERPA guidelines.

Other Essential Skills and Functions:

- Displays courtesy and sensitivity even in difficult or emotional situations.
- Identifies and resolves problems with minimal direction.
- Gathers and analyzes information skillfully.
- Treats people with respect and inspires the trust of others.
- Works with integrity and accepts criticism and feedback.
- Adapts to changes in the work environment.
- Balances team and individual responsibilities.
- Exhibits objectivity and openness to others' views.
- Completes administrative tasks correctly and on time.
- Follows policies and procedures with fidelity.
- Supports organization's goals and values.

Supervisory Responsibilities

- None

Qualifications

Minimum Required Qualifications:

- High School Diploma or equivalent AND
- Two years of related experience and/or training OR
- Equivalent combination of education/training and experience
- Ability to clear required background check

Certificates and Licenses:

- None required

Other Desired Qualifications:

- Associate’s degree (AA) or Bachelor’s degree (BA/BS) preferred
- Experience working in schools, charter schools, and/or school districts.
- Experience working in virtual schools or online business settings.

Physical/Mental Demands

The employee is required to possess excellent communication skills, both written and oral. Human relations and communication skills are necessary to handle frequent personal and telephone inquiries received from students/families, administrators, teachers, classified employees, and others. Work requests are often received which require immediate attention setting up conflicting priorities for timely response. Sound judgment and a pleasant attitude are required in stressful situations. The employee needs to be able to lift/move/carry materials, equipment or boxes weighing up to 30 pounds.

Job Description Acknowledgement

I have reviewed this job description and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the school or department without it being specifically included in the job description.

If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Employee’s Signature

Date

Employee’s Name (please print)

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)