

Title: Document Retention Specialist

Supervisor: Interim Vice President of Finance

Department: Finance

Division: N/A

Hours: Tuesday & Thursday 16-20 hours per week*

Hourly Rate: \$16.00 per hour

*Temporary Part-Time: This position has the ability to become Full-Time, with benefits, once the Agency is able to resume normal office hours

Basic Function: Under the direction of the Interim Vice President of Finance, the Document Retention Specialist is responsible for the overarching records for both paper and electronic records. This also includes maintaining records in accordance with legal, fiscal, regulatory and operational requirements; achieving continuous, efficient and uninterrupted business operations; reducing the retention of non-essential records that no longer serve a business purpose; and ensuring the orderly and appropriate destruction of records.

Responsibilities and Duties:

- Maintain accurate and complete files both physically and electronically
- Ensure that all required documentation is present prior to filing
- Retrieve files for Agency audit, program monitoring's, and as otherwise instructed by Supervisor
- Scan documentation to Supervisor for external approvals
- Assist with data entry on an as needed basis
- Create files and labels as needed
- Prepare purchase requests as directed by Supervisor
- Maintain an accurate count of departmental supplies for reorder
- Archive inactive records in accordance with the records retention schedule
- Scan, image, organize and maintain documents while adhering to the company's document retention procedures and policy
- Submit documents for disposal to Supervisor in accordance with Agency record retention policy
- Maintain phone dialogue; inbound and outbound calls as necessary
- Participate in trainings for professional development
- Remain professional and maintain confidentiality of participant information at all times
- Adhere to all STOP Inc. core principles and values at all times

Qualifications:

- Minimum of one year of professional work experience in records retention or document management preferred
- Must have a High School Diploma
- Must be able to analyze and reason as well as communicate with respect and concern
- Must be able to work a flexible schedule
- Must have good oral and written communications skills
- Must possess a wealth of technology skills; be well knowledgeable of the Microsoft Suite

- Must have a working knowledge of desktop computing, printing and scanning
- Must be able to follow oral and written instructions and procedures
- Must be quick learner, highly energetic, good team player
- Must have a strong work ethic, detailed oriented, and able to multi-task.
- Must have willingness to fulfill the Agency's mission
- Must have valid Virginia Driver's License, reliable transportation, ability to travel, submit to and pass urinalysis screening and an in-depth background check

FOR MAILING: Send all resumes and references addressed to: M. Thomas with the envelope labeled, "Resume and References for Document Retention Specialist," printed on the front.

HAND DELIVERIES: Resumes and references will be accepted in a sealed envelope, labeled "Resume and References for Document Retention Specialist," printed on the front, from 10:00 am until 5:00 pm only, Monday through Friday, with the exception of required Agency closures and designated holidays.

FOR EMAILING: Send all resumes and references to : mthomas@stopinc.org. The subject line must state, "Resume and References Attached for Document Retention Specialist"

NO PHONE CALLS WILL BE ACCEPTED!

STOP Inc. is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, Veteran status, age, national origin or disability. Applicants who need accommodations for an interview should request this in advance. All candidates are subject to a criminal history background check and drug testing before being offered employment.

STOP Inc. **MISSION:** With the assistance of community partners, reduce the effects of poverty by assisting low and moderate wage earners and economically disadvantaged residents of Eastern Virginia achieve self-sufficiency through program and service initiatives which encompass education, employment, housing and health for the improvement of their quality of life.

STOP Inc. **VISION:** Is to be one of the premier Community Action Programs in the Commonwealth of Virginia entrusted to provide quality programs and services that have a transformational impact on low and moderate income residents and the community.

STOP Inc. **CORE VALUES & PRINCIPLES:** Coordination, Competence, Dignity, Diversity, Flexibility, Immediacy, Integrity, Leadership, Optimism, Respect

THE COMMUNITY ACTION PROMISE: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Creating Opportunities One Life at a Time, One Family at a Time, One Community at a Time!