ADMINISTRATIVE ASSISTANTS AND RECEPTION SERVICES

Receptionists and Administrative Assistants perform clerical work, answer telephones, route and screen calls, greet visitors, respond to inquiries from the public and provide information about the organization. Some are responsible for the coordination of all mail into and out of the office.

CAREERS

• Administrative Assistant
• Accounts Receivable Clerk
• Timekeeper
• Ledger Clerk
• Receptionist
• Insurance Sales Agent

BE ADVISED

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Information taken from the Bureau of Labor Statistics
Accounting Technician/Bookkeeper

Accounting Technicians and Bookkeepers play a supporting role in the maintenance and verification of financial records. Entering numbers and other data driven figures is an everyday task. These workers aid in payroll, internal audits, identifying account discrepancies, receiving invoices and paying bills. They issue reimbursements, disburse purchase orders and help prepare tax reports.