

First Presbyterian Church of Berkeley
Office Manager/Bookkeeper, Berkeley Christian Counselors
Non-Exempt, 20-25 hours/week, Benefits
Priority deadline to apply: December 30,2019, open until filled

Position Title: Office Manager/Bookkeeper, Berkeley Christian Counselors

Date December 2019

Job Summary

Manage the daily business operations of Berkeley Christian Counselors including finance and administration. This position reports to and provides support for the Executive Director.

Key Responsibilities

Financial Operations (50%)

- Maintain confidential financial records, including tracking fees and contributions
- Process deposits, including credit card and PayPal reporting
- Calculate payroll for Licensed Clinicians
- Create BCC Annual Budget at the direction of the Executive Director (ED), as well as monitor monthly budget comparisons
- Provide Quarterly A/R reports to clinicians and complete appropriate follow-up invoicing
- Create data analysis reporting and forecasting
- Provide Clients with insurance superbills and statements

Administration (50%)

- Office Management
 - Assist ED with training resources for Trainees, Associates, and Licensed Counselors
 - Train and manage admin. staff
 - Compile and maintain BCC Administrative Policy and Procedure manual
- Service Development and Marketing
 - Manage and maintain the BCC website
 - Initiate marketing efforts by producing flyers, brochures, newsletters, and social media posts
 - Support ED in partnering and planning of emergent services, clinic marketing, and fundraising efforts
- Administrative Support
 - Answer phone calls and emails including responding to queries and completing client intakes
 - Serve as a confidential interface with clients, including prompt response to client emergencies and communicating those emergencies to supervisors
 - Provide administrative support to clinical staff (Trainees, Associates, & Licensed Clinicians)
 - Maintain database records in Therapy Notes cloud-based data management program
 - Maintain confidential client files
 - Assist other FPCB ministries when necessary for room scheduling and support groups
 - Order and maintain supplies as needed
 - Provide admin support to ED as directed

Minimum Requirements

- A growing and deepening faith in Jesus Christ
- At least five years of administrative experience, non-profit experience highly desirable
- Strong organizational skills, written and verbal communication skills and attention to detail
- Self-directed in work and proactive in requesting information and following up on schedules and projects
- Ability to understand and interpret financial data and produce spreadsheets for tracking purposes
- Ability to maintain complete confidentiality regarding any personal client information
- Possess a thorough understanding and command of office equipment used
- Competence in: Microsoft Outlook, Word, Excel, PowerPoint, Publisher, Adobe Acrobat, as well as familiarity with at least one database program (e.g. Therapy Notes). Experience with web page development preferred. Eager and able to learn new software applications and willing to apply advanced features of applications already learned

Reports to: Executive Director of Berkeley Christian Counselors

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Work Schedule: 20-25 hours per week (benefits) scheduled during Monday-Friday 8:30-5:00

Note: Nothing in this job description restricts the right of First Presbyterian Church leadership to assign or reassign duties and responsibilities to this job at any time.

How to Apply:

- Find our application form at <http://www.fpckerkeley.org/employment.asp>
- Return this form with your Cover Letter and Resume to Bonnie Rauscher, Human Resources, at bonnier@fpckerkeley.org, or Bonnie Rauscher, First Presbyterian Church of Berkeley, 2407 Dana St., Berkeley, CA 94704.

Priority Deadline: December 30, 2019. Rolling review upon receipt. Early applications are encouraged.

Position will remain open until filled.

Job offer will be contingent on passing a criminal record background check.