

First Presbyterian Church of Berkeley
Part-Time Financial & Office Manager, Berkeley Christian Counselors
Non-Exempt, 20-25 hours/week, Non-benefitted

Job Summary

Manage the daily and monthly business operations of Berkeley Christian Counselors including finance and administration. This position reports to and provides support for the Executive Director and works closely with the Clinical 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
- Provide monthly A/R reports to clinicians and complete appropriate follow-up invoicing
- Provide Clients with insurance superbills and statements
- Provide monthly Journal Entries and reports as needed for application of scholarship and grants. Post funds when used to client accounts. Track usage and correspond with recipients and providers as needed.
- Provide reports to ED as requested for Annual Budgeting, as well as monitor monthly budget comparisons
- Create data analysis reporting and forecasting

Office Administration (50%)

- Provide administrative support to program staff
- Maintain database records in Therapy Notes cloud-based data management program
- Answer phone calls and emails including responding to queries and completing client intakes
- Provide scholarship applications to clients needing financial assistance
- Assist ED and Clinical Director (CD) with onboarding and training resources for Trainees, Associates, and Licensed Counselors
- Serve as a confidential interface with clients, including prompt response to client emergencies and communicating those emergencies to supervisors
- Manage and maintain the BCC website
- Compile and maintain BCC Administrative Policy and Procedure manual
- 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
- Follow-up on staff insurance certifications and license registrations to confirm they are current
- Maintain confidential client files

- Order and maintain supplies as needed
- Track software and online subscriptions to confirm they are current
- Liaise as needed with FPCB staff regarding BCC [including monthly staff meetings]

Minimum Requirements

- A growing and deepening faith in Jesus Christ
- Ability to maintain complete confidentiality regarding any personal client information
- Proven ability to engage with and appreciate diversity in its many forms.
- At least five years of administrative experience, clinical setting and/or 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
- Possess a thorough understanding and command of office equipment used
- Competence in: Microsoft Office suite, Google suite, Adobe Acrobat, online applications such as Zoom, 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

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

First Presbyterian Church of Berkeley encourages individuals from traditionally underrepresented communities to apply. According to the value of unity in diversity found in our faith tradition, we are committed to providing equal employment opportunities to all job applicants and do not discriminate on the basis of race, ethnicity, color, national origin, gender, age, marital status, sexual orientation, gender identity or expression, disability, military or veteran status, or any other characteristic protected by federal, state and local laws.

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.