

Temple Beth-El, Jersey City  
Office Manager-Bookkeeper

### About Temple Beth-El

Temple Beth-El is the Reform Jewish congregation of Jersey City. Our temple has long been known for the friendliness, diversity, enthusiasm, and community involvement of its members, as well as its impressive 1920's-era synagogue.

Temple Beth-El values and celebrates diversity and practices inclusion.

### Job Overview

- Title: Office Manager/Bookkeeper
- Hours: 30 hours per week; Monday- Friday (Flexible- 4-day work week possible.)
- Location: Jersey City, NJ, no more than one day/week remote.
- Salary: \$38,000-\$40,000
- 10 paid holidays per year – employee's choice
- 2 weeks paid time off

### Description

We're looking for the right person to manage all the office functions as we continue to evolve and expand. We seek organizational skills, flexibility, energy, ability to work independently, computer literacy, communication skills, adaptability, reliability, and the willingness to take initiative. You will appreciate being a part of a warm, unique and welcoming work/congregational environment.

The position reports to the Financial Secretary and will take direction from the Rabbi and President. The position also supports the Cantor and board committee chairs.

As office manager, you will manage the day-to-day operations of the office, including:

- Phone calls and email
- Create/send the weekly email newsletter
- Maintain and update the Wordpress website and email marketing lists (Constant Contact)
- Prepare and send billing and acknowledgements.
- Process and distribute mail.
- Purchase and maintain adequate office and building supplies
- Coordinate building services (e.g. cleaners, repair people) and deliveries
- Purchase and organize food for weekly oneg and other celebrations.
- Manage the administrative budget

Building Management responsibilities include:

- Coordinate maintenance staff, event set-ups, and vendor activity/facilities-related repairs.
- Ensure proper staffing for Temple events and needs.
- Ensure the operation, cleanliness and overall integrity of the Temple building is maintained.

Other responsibilities include:

- Prepare bima (pulpit) lists & associated announcement for weekly services
- Be proactive in addressing tasks and concerns as they arise.
- Prepare certain correspondence for the Rabbi.
- Assist with Temple calendar management, maintain building/events calendar and monitor action items.
- Manage, maintain and produce reports from multiple sources (e.g., accounting/CRM system, Constant Contact & Excel, Wordpress),
- Process new member applications from end to end.

- Acknowledge all donations and payments including dues/terumah, tributes, Yahrzeits, etc. Update this information for the weekly email newsletter
- Maintain expense reporting
- Manage events signups, including RSVPs, payment processing and maintaining related lists.
- Create flyers and other collateral for events as needed
- Maintain individual and organizational memberships and related membership data; onboarding new members and running ad hoc reports.
- Coordinate members' life cycle events, facility needs, flowers, etc.

Bookkeeping responsibilities include:

- Maintain multiple bank records communicating with Financial Secretary, as needed regarding bank issues
- Deposit checks and reconcile PayPal payments
- Post deposits to appropriate ledgers
- Maintain and update all financial information in Accounting/CRM System
- Run regular and ad hoc reports, including working with Treasurer on monthly reports
- Track credit card receipts, make monthly payment, and log to appropriate ledgers
- Prepare new invoices for approval
- Make payments for approved invoices and log in appropriate ledgers
- Enter membership and other pledges in accounting/CRM system
- Enter charges/fees (e.g., b'nai mitzvah/class fees) in our accounting/CRM system.
- Prepare and send weekly information reports including payables, donations, and cash receipts in a thorough and timely manner.

#### Experience, Knowledge, Skills and Abilities

- Pleasant and welcoming demeanor
- Ability to maintain confidentiality
- Ability to work efficiently while multitasking
- Ability to work independently
- Good written and verbal communication skills and strong interpersonal skills
- Excellent computer skills, including experience with spreadsheets and databases and willingness to learn new skills, particularly in the area of social media
- Proficiency with MS Excel and familiarity with cloud-based document sharing (such as Google Docs) required.
- Patience and commitment to achieving a positive outcome are important attributes.
- Previous relevant work experience
- Experience with Rakefet is preferred.
- Familiarity with Jewish holidays and customs preferred.

Please send resume and cover letter to Barbara Wolkoff at [Barbara@betheljc.org](mailto:Barbara@betheljc.org)  
 Temple Beth-El is a small organization, employing fewer than 10 people.