## 

**OFFICE MANAGER**

***ABOUT US***

Roanoke Park Counseling (formerly Shepherd’s Counseling Services) is a unique place where survivors of childhood sexual abuse have been provided long-term, affordable therapy since 1987. Our staff and therapists are dedicated to fulfilling our mission and to providing therapy of the highest quality to survivors who seek our clinical services. We are seeking to hire a part-time (80 hrs/month) office manager to fulfill all aspects managing the office. Are you proficient in providing office support, attentive to details, and are looking to be part of a dedicated team in serving a vital community need? If so, Roanoke Park Counseling (RPC) may be the perfect place for you!

## PURPOSE & SCOPE

The Office Manager is responsible for all office activities and supports the business, programs, agency therapists and clients as relates to administrative tasks.

The Office Manager ensures timely and accurate bookkeeping while also relieving the Executive Director of program and general office administrative activities.

The Office Manager works under limited supervision and applies independent judgment for the completion of tasks. The position interacts with all staff positions, board members, community partners, as well as agency clientele.

## ESSENTIAL RESPONSIBILITIES

# **Finance/Accounting Support**

1. Follow the established procedures for all accounting support activities.
2. Complete all monthly activities for accounts payable and accounts receivable.
3. Produce financial statements for monthly board meetings
4. Administer bi-monthly payroll activities which include generating and collecting timesheets, entering data into Quickbooks program, issuing payroll checks, and making payments to state and federal agencies.
5. Generate W2 and 1099 forms for all employees and contract staff at year’s end.
6. Prepare quarterly: a). 941 Federal Employment Tax;

b). Dept. of Labor and Industries- Worker’s Comp. report;

c). WA State unemployment insurance report;

d). WA State Family and Medical Leave report;

e). City of Seattle B&O report.

1. Renew all business licenses including the Charitable Solicitation Registration and non-profit status documentation annually.
2. Make annual payments to insurance carriers for professional liability, staff and board liability insurance, and premises insurance.
3. Assist the CPA with the annual audit and preparation of 990. This includes compiling necessary documentation, and supporting the CPA as required.
4. Assist the Board Treasurer and Executive Director during the development of the annual budget as required.

***Program Services Support***

1. Act as receptionist by providing primary phone coverage and greeting clients and vendors.
2. Set up and maintain client files under direction of clinical coordinator.
3. Collect and keep client forms and records
4. Track client outstanding balances and address overdue accounts with direction from executive director.
5. Coordinate with therapists for collection of client fees, record client payments, bill credit cards as designated.

6. Bill client insurance and address insurance issues with clients as needed

7. Track and record monthly client statistics in coordination with clinical manager

8. Provide office support to therapist staff as needed

***Development/Fundraising Support***

1. Reconcile donations monthly with development director database.

1. Assist Development Director with print mailings as needed
2. Assist with annual fundraising events.

# **General Office Support**

# Set up and maintain agency business files.

1. Maintain notebook of monthly board minutes.
2. Produce correspondence. Stock office supplies as required.
3. Serve as liaison between agency and landlord (Parish) for routine matters, facilities usage, facilities needs, etc.

## SKILLS, EXPERIENCE, EDUCATION

1. Bachelors Degree preferred.
2. 5 years bookkeeping experience required.
3. 2 years general office experience required.
4. Experience billing patient insurance.
5. Demonstrated customer relations experience in a non-profit environment preferred.
6. Demonstrated ability to perform at high level of accuracy and with high level of attention to detail
7. Quickbooks, MS Office, Excel proficiency.

The office manager position is a part time position (80 hrs/month) and reports to the executive director.

Roanoke Park Counseling (RPC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. RPC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities