

Office Manager (Part-time). Anchorpoint Counseling Ministry – North Hills, PA

Job Summary: Serve as lead staff member responsible for accounting, financials, IT maintenance, development duties and purchasing. Provide administrative support to the staff and maintain smooth office operations.

Responsibilities include, but are not limited to:

- Accurately verify and input payroll to ADP payroll processing
- Enter and interpret data with auditor for government accounting procedures
- Prepare monthly financial reports for Board meetings
- Prepare monthly statistical reports and graphs on agency activities
- Keep current A/R, A/P and invoicing
- Maintain office equipment including approximately 20 computers with various operating systems
- Inputting confidential donor data into Raiser's Edge software
- Accurately processing gifts, acknowledgements, mailings and financial reports
- Producing general correspondence, acknowledgement letters, financial deposits, reports and other documents
- Participate in all events including planning and volunteer recruitment
- Coordinating mailings for events and solicitations including volunteer recruitment
- Order office supplies
- Answering multiple phone lines

Requirements & Qualifications:

- An advanced working knowledge of QuickBooks
- Familiarity with database entry, fund accounting, Raiser's Edge database experience is strongly preferred
- An advanced working knowledge of Microsoft Word, Excel, and Outlook
- Excellent organizational, project management, and communication skills
- Strong attention to detail and the ability to manage multiple priorities

- Associate Degree or higher preferred
- A minimum of three years related professional experience, or demonstrated equivalent education and work experience

Work Hours: 9:00 am – 4:00 pm, Monday – Thursday (28 hours per week)

Salary: \$14 - \$16 per hour

TO APPLY: Send resume to acm@anchorpointcounselingministry.org

Anchorpoint Counseling Ministry. 800 McKnight Park Drive, Ste. 802. Pittsburgh PA, 15237

No phone calls please

Anchorpoint is a non-profit organization in the North Hills that provides professional counseling services for individuals, youth, families, and couples. We have: parenting education classes and workshops, Tutoring/mentoring (Youth Development Program), Bereavement support groups, Master's level Clinical Internship program. Visit us online at www.anchorpointcounselingministry.org.