



## **Young Israel of Greater Cleveland – Part time Bookkeeper and Office Administrator**

### **Position summary:**

We are currently looking for a part time Bookkeeper and Office Administrator to help manage our synagogue office operations.

### **Responsibilities:**

- Financial responsibilities include membership dues billing, accounts payable, accounts receivable, order supplies, maintaining relationships and communicating with vendors.
- Communications to membership via all channels – i.e., bulletin, phone tree, website or social media.
- Provides clerical support to the Rabbi
- Building operations – ensuring the synagogue building remains in good repair by coordinating proactively with vendors, community volunteers, negotiating contracts, supervising work completion and processing payment in a timely manner. Proactively plans for seasonal and routine maintenance.
- As needed: Volunteer coordination - for special projects or areas outside of expertise (e.g., building a sukkah, Kiddush preparation, small repairs).
- Supports other office staff in the daily operation of the office such as, handling incoming email, phone and mail, event calendar, and logistical support for programming or rituals

### **Requirements:**

- Outstanding customer service orientation and people skills; listening skills, diplomacy, charisma, sense of caring. Discretion handling confidential or sensitive information.
- Technical skills: Quickbooks experience is required, proficiency with Word, excel, email blast software.
- Understanding of ShulCloud or similar CRM software an asset.

- Working understanding of website maintenance, and building systems software such as lighting, AV and security.
- Excellent written and verbal skills in order to process bulletins, website or other communications. Must be articulate and well spoken.
- Financial skills – familiarity with basic financial statements, how to compile and pull reports as needed.
- Proactive and Team player attitude
- Confident communicator willing to call members and vendors to proactively address issues and assist in fundraising campaigns.
- Management and supervisory skills – supervises office or facility staff. Ability to manage multiple projects simultaneously. Tenacious, persistent, driven.
- Membership cultivation- warmly welcomes new potential members, ensures current members are treated with respect and creates an atmosphere through your daily work that leads to retention.
- Experience with Jewish Orthodox rituals.

Interested individuals should submit resumes to [office@yigc.org](mailto:office@yigc.org).