

Peninsula Temple Sholom
Part-Time Finance Associate
(Non-Exempt Position)

Peninsula Temple Sholom (PTS) in Burlingame, California is a diverse and vibrant Jewish Reform synagogue of 2,000 adults and children united in our purpose to:

Create an inclusive Jewish community where everyone can find peace, inspiration and their own connection to Judaism.

Summary

The Finance Administrative Assistant helps ensure that we offer the best possible customer service to our 675 member households and 150 preschool families. The FA assists the Chief Community Officer and the Director of Finance & Administration in a variety of ways, including management of processes associated with accounts receivables, accounts payables, and database management. This position will work 20 hours per week and be expected to take ownership of certain administrative processes as specified below.

Finance and Billing Related Duties

- Manage processing and coding of accounts receivable and accounts payables
- Transmit copies, faxes and scans to offsite bookkeeper
- Confirm receipt of these communications
- Make calls to congregants regarding billing inquiries and payments (including updating credit card info)

Database Management

- Assist with tasks associated with switch to new member database (ShulCloud) in Fall 2019
- Enter detailed member info into ShulCloud database
- Track billing, payment, and accounts receivables through database reporting functions

Customer Service and Appreciation

- Generate weekly donor acknowledgments using database
- Respond to steady volume of congregant questions, with special focus on preschool families

Position Requirements

Skills and experience

- College degree strongly preferred
- Advanced proficiency with Microsoft Office Suite a must, including mail merge, tables and other formatting
- Excellent computer and internet skills, comfort using a variety of software
- Experience with CRM database systems

Qualities

- Excellent communication skills and customer service orientation
- Ability to work collaboratively with staff and synagogue volunteers
- Exceptional organizational skills
- Independent thinking and creative; plans and utilizes time efficiently with minimal supervision
- Ability to manage multiple tasks and prioritize
- Exercises discretion and strict confidentiality
- Sense of humor and friendly personality a must

How to apply

Please send a resume and detailed cover letter to jharris@sholom.org, with the job title in the email subject line.

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Peninsula Temple Sholom is an Equal Opportunity Employer

PTS is committed to equal employment opportunity in all aspects of its employment practices and complies with all applicable Federal, State and local laws regarding non-discrimination and non-harassment. Therefore, it is the policy of PTS to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race/color, ethnicity, national origin/ancestry, sex, gender identity, religion, age, mental or physical disability, veteran's status, political affiliation, medical condition, including HIV/AIDS status, marital status, sexual orientation (actual or perceived), pregnancy, genetic information or any other characteristic protected by federal, state or local law which is not a *bona fide* occupational qualification for a particular position. It is the policy of PTS that certain positions must be filled by persons of the Jewish faith as a *bona fide* occupational qualification.

This policy shall apply to all employees, applicants for employment, board and committee members and volunteers, and extends to all phases of employment, including recruitment, screening, referral, hiring, training, job assignment, promotion, discharge or layoff, rehiring, demotion, discipline, and compensation and benefits.