

## **Job Description for Office Administrator**

28 hours per week

\$18 per hour

Reports to: Executor Director

Pregnancy Counseling Services (PCS) is looking for a committed Christian who demonstrates a personal relationship with Jesus Christ a Lord and Savior and is a member of good standing in a local church. Expresses full agreement with PCS mission statement. Exhibits strong commitment and dedication to the sanctity of human life and sexual purity with a sincere desire to reach out to abortion vulnerable and abortion minded woman.

An organized and self-motivated person who will be responsible for providing administrative support to our office personnel and volunteer advocates. The position role will include working closely with our leadership team by handling clerical duties, coordinating calendars, performing bookkeeping tasks and organizing meetings. In addition, assist the ED in running an efficient office environment as point of contact with incoming phone calls, emails, texting and in person office visits.

Desired individual will need to have experience with QuickBooks and Microsoft Office Suite working in the nonprofit setting and an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with Pregnancy Counseling Services (PCS) team.

PCS has applied for a State of California Medical license and upon approval from the California Department of Public Health will be a primary care clinic.

### Duties and Responsibilities:

- Welcoming visitors and directing them to the relevant office or personnel. Coordinating scheduling, meetings and in-house events as needed or requested by ED.
- Carrying out clerical duties such as answering phone calls, responding to emails and preparing documents, managing client files data entry in Ekros, church lists, managing and maintaining filing systems, all coordinating with the ED.
- Overseeing volunteer monthly schedules, bulk mailings and content for newsletter.
- Maintaining general office files. Purchasing office supplies, equipment and overseeing the maintenance of office facilities and equipment.



- On the job training of client advocates, including all communication with staff and volunteers managing information flow in a timely manner.
- Chief contact for 24/7 hotline, social media posts and updating all email lists.
- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: accounts payables, payroll, journal entries and bank reconciliation. Receive and deposit all organizational revenue. Coordinate with 3<sup>rd</sup> party payroll service provider for payroll activities and 1099 reporting.
- Assist ED in special fundraising functions, including Walk for Life and annual banquet.
- Prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and any grant-specific financial or special fundraising reports.
- Manage time tracking process for employees with hours billable and extract data to make appropriate payroll entries for financial reporting.
- Support Board Treasurer and Executive Director in development and analysis of annual organization budget and yearly donor reporting.
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- Perform non-routine tasks requiring strong judgement and initiative.

#### Qualifications:

- High school diploma and related experience or combination of education and experience in office administration experience.
- Proficiency in QuickBooks and Microsoft Office Suite and general computer skills a must.
- Nonprofit experience a plus.
- Additional proficiencies in Excel and database management a plus.
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving and analytical skills: ability to manage priorities and workflow.
- Ability to deal effectively with a diversity of individual at all organizational levels.



- Respects confidentiality.
- Must be dependable, able to follow through on commitments and able to attend weekend events, no more than 6 per year.
- Understanding of and commitment to PCS's mission.

As a small organization, PCS is operating in a counseling and future medical clinic environment, a significant amount of flexibility and teamwork is required.

Employees are expected to work collaboratively to ensure PCS's success.

For consideration, please forward resume with 3 references to:

Dee Bell | Executive Director  
Pregnancy Counseling Services  
3105 Cedar Ravine Road, Suite 103  
Placerville, CA 95667  
[dee@pregnancycounselingservices.org](mailto:dee@pregnancycounselingservices.org)  
530.626.6720