



Philippians Place's Program Coordinator & Bookkeeper Job Description

General Purpose

Plan, direct, and coordinate the operations of Philippians Place's Client Program. Plan and maintain systems and procedures for effectiveness and efficiency. Manage clients and volunteers for optimum success and performance. Manage and maintain organization's day-to-day accounting and financial records.

Main Job Tasks and Responsibilities

- Answer and respond to calls and emails; relay messages to other staff & volunteers.
- Provide program information & resources to clients, volunteers, and other organizations.
- Interview and complete intake process of applicants seeking assistance.
- Provide information and meet with Program Committee to review client applications/requests.
- Assist in organizing volunteer hours and schedules for clients and volunteers.
- Provide guidance and support to clients and volunteers in classes, Bible Studies, and volunteering.
- Work with Executive Director, Manager, and volunteers to schedule and complete projects &/or events.
- Document and maintain files on applicants, clients, and volunteers.
- Coordinate and schedule classes and Bible Studies with local churches and organizations.
- Complete follow-up notes on applicants, clients, and/or meetings.
- Attend local organizational meetings and events that support the homeless community as requested.
- Update social media with program information and current news.
- Solicit and work with local businesses to find employment and/or donations for our clients.
- Balance and maintain accurate input and records in QuickBooks.
- Tally and enter store & organization's deposits, receipts, and expenditures.
- Complete bank deposits and fulfill petty cash &/or register needs.
- Prepare biweekly payroll and payments for vendor invoices and bills.
- Track bank account balances and report financial results on a regular basis to management.
- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets and provide to Board and ED as necessary/requested.
- Prepare monthly and quarterly tax returns, payroll taxes, operating and business taxes

Education and Experience

- Proficient in QuickBooks
- knowledge of accounting principles and practices
- knowledge of office administrative procedures
- experience with data entry, record keeping, and computer operation
- proficient in Microsoft Office applications & social media platforms Facebook, Twitter & Instagram

Key Competencies

compassion, judgment, decision-making, leadership, information management, planning and organizing, problem analysis and problem solving, delegating tasks and responsibility, communication skills, teamwork, adaptability