



Cleveland's Reconstructionist Jewish Community

Kol HaLev Part-Time Office Manager

Job posted 11/15/17

The Office Manager performs a vital and important role for the Kol HaLev community. They are the initial point of contact for in-person, telephone and electronic visitors, and will be relied upon to communicate with everyone warmly and compassionately providing quick responses and accurate information about the congregation and its events.

The Office Manager will assist the Rabbi, Board and Education Director. As part of the specific responsibilities for the Treasurer, the Office Manager will prepare bank deposits, enter financial information into our financial system (QuickBooks), as well as support the Treasurer and Bookkeeper on a monthly basis to reconcile and balance all accounts.

Specific Tasks & Duties

- Serves as receptionist: is the primary person to answer the phone and route communications to the Rabbi or appropriate community lay leader.
- Opens, sorts and distributes incoming mail including incoming e-mail and messages submitted through the congregational website.
- Maintains congregational files and databases in a timely and accurate manner. Ensures that congregational records – in print, online, and on computer – are organized and readily accessible by anyone who needs them.
- Prepares memos and correspondence including electronic communications.
- Maintains the congregational calendar; assists with meeting scheduling at the request of staff, Board of Trustee members and committee chairs.
- Works closely and cooperatively with our communications volunteers (Weekly Update, KolHalev Newsletter) to ensure we publish accurate event information.
- Handles basic accounting functions (enters receipts and expenses, prints and sends checks, assists the treasurer in sending statements to members).
- Assists in the preparation and distribution of budgets, expense and general reports.
- Monitors office operations and makes improvement recommendations for supervisors' and/or board approval as appropriate including those to policies, procedures, protocols and methods.

(continued on next page)

Administrative Offices: 2245 Warrensville Center Road Suite 215, University Heights, OH 44118
Services and Programs: The Lillian and Betty Ratner School, 27575 Shaker Boulevard, Pepper Pike, OH 44124

216-320-1498

www.kolhalev.net

Desired Skills and Experience

- Positive and friendly attitude
- Detail oriented and works with a high degree of accuracy
- Organized, flexible and cooperative with excellent oral and written communication skills
- Maintain confidentiality concerning member communication
- Must be self-directed and be able to complete projects with limited supervision
- Intermediate knowledge of email, scheduling, word processing, spreadsheets, web browsing software
- Basic knowledge of accounting software (e.g. Quick Books or other accounting software)
- 2 years of more experience with office administrator and/or office management
- Familiarity with Judaism considered a plus

If interested, please email your resume to hr@kolhalev.net

This listing can also be found on our website at kolhalev.net/employment

About Kol HaLev:

Founded in 1992, Kol HaLev is Cleveland's Reconstructionist Jewish congregation. Drawing on both traditional and creative sources, Kol HaLev fosters a vibrant and engaging Jewish spiritual and community experience that infuses delight in our heritage and supports meaningful communal and personal growth. Reconstructionism, based on the philosophy of Rabbi Mordecai Kaplan, recognizes the evolving nature in the essential framework of Jewish tradition, and embraces the opportunity to actively create a Jewish way of life that reflects both contemporary life and the richness of the Jewish heritage.