



# FAMILY POLICY INSTITUTE

*of Washington*

## **Office Manager/Bookkeeper**

FPIW is a vibrant and fast-paced team dedicated to God's definition of family, the rights of parents to guide the upbringing of their children, our first freedoms of religion and speech, and Christian Social Justice. We are seeking an exciting new teammate to manage our office and handle bookkeeping duties. The position also entails a degree of event management and administrative executive assistance. If you can ascribe to our [Statement of Faith](#) and you are committed to promoting life, family, parental rights, and freedom of religion in Washington, and even beyond, send us a resume and cover letter to [info@fpiw.org](mailto:info@fpiw.org). We look forward to hearing from you.

## **Office Manager Job Duties**

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.

## **Bookkeeper Responsibilities**

- Processes mailed donations in database
- Responsible for producing and mailing weekly thank you letters to donors
- Responsible for producing and mailing yearly tax statements to donors
- Records day to day financial transactions in QuickBooks

- Records donation reports from merchant services (Blackbaud, iATS) to QuickBooks on a weekly basis
- Tracks bank account balances
- Records cash receipts and makes bank deposits weekly
- Conducts a monthly reconciliation of every bank account
- Maintains the petty cash fund
- Develops monthly financial statements, including cashflow, profit & loss, balance sheets
- Creates monthly donor reports

### **Skills and Software Proficiencies**

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Proficient in QuickBooks
- Knowledge of Salesforce, Luminare and Blackbaud a plus
- Knowledge of human resources management practices and procedures