



Job Title: Office Manager

Salary Range: \$39,000 - \$43,000

Overview

The Gerholz Center for Christian Counseling, a ministry of the First Presbyterian Church of Flint, provides affordable counseling services to individuals, families, and groups in Flint and the surrounding communities. If you are a motivated individual looking to contribute to a collaborative work environment while enhancing your skills in office management, we encourage you to apply for this exciting opportunity.

Administrative Responsibilities

- Supervise any future support staff
- Support the Director in planning the annual staff retreat
- Process Per Diem timesheets
- Balance and close daily journal / take bank deposit to safe
- Oversight of approved expenditures
- Maintain petty cash
- Maintain communication with computer vendor
- Provide computer training oversight
- Provide computer update oversight
- Provide computer maintenance oversight
- Produce month end production report
- Meet weekly with the Director

Clerical Responsibilities

- Provide comprehensive clerical help as needed
- Schedule client appointments and screenings using an electronic health record system
- Participate in creating and maintaining the Center form letters
- Maintain business files and correspondence
- Open and distribute mail
- Attend Gerholz Committee meetings

Miscellaneous

- Monitor the physical maintenance and cleaning of Center; be the line of communication to the maintenance staff
- Maintain, provide education and monitor HIPAA standards and all its components
- Order supplies and toys as needed
- Maintain GCCC library
- Arrange and coordinate special staff celebrations
- Provide support for fundraising activities
- Conduct initial client calls
- Orient new clients
- Maintain counselee waiting list

Position Requirements

- Associates degree preferred with a minimum of one year work experience

Come join our organization and work with a dynamic team that is passionate about journeying with those who are experiencing emotional and mental health challenges!