

Front Office Coordinator/Bookkeeper

Position Purpose / Summary

The Front Office Coordinator is the first point of contact anyone has with The Promise FM. A demeanor, attitude and presence that exude a kind, warm, professional bearing in all tasks is essential. Front Office Coordinator is fundamental in the daily functioning of the Promise FM team and office as well creating a genuinely welcoming environment for callers and visitors. A level head and kind heart further the purpose of The Promise FM: changing lives, strengthening families and impacting communities for the glory of Christ.

Responsibilities / Duties / Functions / Tasks

- Answer phones: transferring, taking messages, taking prayer requests
- Greet all visitors
- QuickBooks: invoicing, payroll, billing, petty cash
- Clerical/Filing and all that pertains to it
- Responsible for ordering all approved supplies/orders
- Respond to general inbox email inquiries
- Pick up mail from Post office, sort mail and send out mail
- Coordinating volunteers for successful events
- Record and distribute meeting notes

Requirements / Qualifications

- Proficient with computers, telephones and office equipment, ability to troubleshoot as needed.
- Proficient in MS office (Word, Excel, etc)
- Experience with QuickBooks
- Customer service attitude
- Professional in attitude and appearance
- Solid written and verbal communication and organization skills
- Can work and thrive in a team environment as well as self sufficiently
- Must be able to multi-task and prioritize tasks as needed

Education / Experience

- Previous bookkeeping experience preferred
- High school graduate
- Previous office experience preferred

Physical Position Requirements

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; bend; kneel; climb; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move items up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Specific hearing abilities required include soft and loud sounds.