



Building Families for Children, Inc. (BFC) is a faith-based, family services nonprofit agency located in Columbia, Maryland. The mission of BFC is to share the love of Christ by helping Maryland's most vulnerable children thrive in families. BFC has a part-time opening for an Office Manager/Bookkeeper.

POSITION SUMMARY

The Office Manager provides administrative, bookkeeping, clerical and computer support to the Business Office, Public Relations/Development team and to program staff. The Office Manager also provides administrative and program support to the Therapeutic Family Services program, including billing, claims, and online administrator responsibilities.

ESSENTIAL RESPONSIBILITIES

Bookkeeping

- Record accounts receivables in the accounting software and maintain records for income including but not limited to Purchase of Care, donations, and TFS payments;
- Process payment and maintain records for all accounts payables requests;
- Complete audit account reconciliation for the credit card;
- Create invoices and tracking systems for reimbursement requests from funders, state agencies, and therapy clients;

Human Resources Support

- Serve as SwipeClock Administrator, reviewing time sheets and leave requests for staff, and reconciling leave accrual balances.
- Maintain tracking log of employee file requirements and staff training hours.

TFS Program Support

- Serve as Optum Account Administrator, including submitting pre-authorization requests to Optum.
- Process claims and reconciliation for Medicaid billable sessions.
- Provide program administrative support as needed.

NON-ESSENTIAL RESPONSIBILITIES

- Manage the ordering and organization of office supplies.

COMPETENCIES

- Understanding of and commitment to the mission and programs of the Agency
- Excellent verbal and written communication skills
- Ability to handle multiple tasks
- Professional and courteous manner in dealing with the public, staff and volunteers
- Ability to keep strict confidences
- Excellent organizational skills
- Excellent computer skills including knowledge in Microsoft Office Suite
- Willingness to learn basic accounting software
- Sensitivity to the service population's cultural and socioeconomic characteristics

JOB SPECIFICATIONS/QUALIFICATIONS

Two (2) years of college or equivalent training required. Strong background in computer systems. At least three years of administrative and clerical experience required. Excellent administrative and secretarial skills including proficiency in typing, correspondence with stakeholders, operating office machinery and knowledge of bookkeeping principles.