



UMJCA / Shaare Shalom – Mashadi Jewish Center

NOW HIRING

Full-Time Administrative Coordinator

Primary Responsibilities:

- Manage bookkeeping and financial records using **QuickBooks**
- Handle accounts payable, receivable, and reconciliations
- Maintain organized digital and physical filing systems
- Assist with administrative operations and office coordination
- Support leadership with reports, **communications**, and documentation
- Utilize modern computer systems and office technology efficiently

Qualifications:

- Strong proficiency in **QuickBooks** (required)
- High level of computer literacy (Microsoft Office, email systems, document management, etc.)
- Excellent organizational and multitasking skills
- Strong attention to detail and accuracy
- Professional, reliable, and trustworthy
- Prior administrative and bookkeeping experience preferred

Position Details:

- Full-time position
- Competitive compensation based on experience
- Professional, respectful, and supportive work environment
- Opportunity to play a key role in a respected and growing organization

TO APPLY:

Please send your resume and contact information to:

shaareshalom@umjca.org