



Beth Emet The Free Synagogue

Member Accounts Administrator (Part-time)

General Overview:

Reporting to the Executive Director, Beth Emet The Free Synagogue seeks a highly organized and service-oriented Member Accounts Administrator to own the day-to-day processes related to member billing, receivables, and internal financial coordination. This role is central to ensuring that incoming revenue is accurately recorded, clearly communicated, and properly aligned with organizational budgets. The ideal candidate is detail-oriented, proactive, and comfortable managing both member interactions and internal coordination across multiple stakeholders.

Beth Emet is a consciously inclusive Jewish community rooted in joy, care, learning, and action. Inspired by our 75-year history of freedom of speech on the pulpit, we are dedicated to innovative and intergenerational practice, participatory Judaism, and courageous response. Beth Emet is affiliated with the Union for Reform Judaism.

Work Location and Hours:

Part-time, 25 hours per week (5 days/week, 5 hours/day)

Flexible within 8am - 5pm time frame: exact hours to be determined based on employee and employer needs

This position is based onsite at Beth Emet in Evanston, IL.

Some evening or weekend availability may be required for programs or events.

Key Responsibilities

Payroll, Payments Processing & Cash Handling

- Payroll – collect timesheets and calculate bi-weekly payroll, enter in online payroll service. Responsible for collecting tax documents.
- Human Resources coordination to communicate, monitor, track, and manage employee benefits
- Record and track employee vacation, personal, and sick time
- Receive, log, and process incoming payments (checks, ACH, credit cards, online payments) and liaison for banking transactions
- Prepare and reconcile deposit batches as needed.
- Coordinate and complete physical bank deposits of cash.

- Maintain accurate records and supporting documentation for all transactions

Member Accounts & Receivables

- Serve as the primary point of contact for member billing and payment inquiries (phone and in person)
- Manage member billing, including dues, tuition, events, and rentals
- Monitor and follow up on outstanding balances with professionalism and sensitivity
- Issue monthly account statements and annual donor receipts

CRM & Data Management (Salesforce)

- Enter and maintain all revenue-related data in Salesforce (primary system of record)
- Ensure accuracy and completeness of data flowing to accounting systems (QuickBooks Online handled externally)
- Track member commitments, program participation, and contributions, including Foundation-related activity

Internal Financial Coordination

- Act as an internal liaison to support staff in correctly coding and submitting budget-related information
- Help clarify and resolve discrepancies in how expenses and revenues are categorized
- Coordinate with staff and leadership to ensure accurate alignment between activity, funding sources, and budget lines

Foundation Coordination

- Record and track Foundation-related contributions and requests
- Assist with submission and documentation of Foundation requests

General

- Maintain organized digital and physical records
- Provide reports and information to leadership, staff, and external partners as needed
- Handle all information with a high level of confidentiality

Qualifications

- 3–5+ years of experience in operations, receivables, customer service, or administrative roles with financial responsibilities

- Experience working with a CRM (Customer Relationship Management) database system (Salesforce preferred)
- Strong attention to detail and ability to manage high-volume transactional work accurately
- Excellent interpersonal and communication skills; comfortable interacting with members directly
- Proven ability to follow up persistently and professionally on outstanding items
- Highly organized, with the ability to manage multiple priorities and moving parts
- Positive, solution-oriented mindset and strong problem-solving skills
- Experience in nonprofit or membership-based organizations a plus
- Familiarity with accounting systems (e.g., QuickBooks) helpful but not required

Compensation: \$27-\$34/hour, commensurate with experience

TO APPLY: Please submit a resume and cover letter to Executive Director Allan Bogan at abogan@bethemet.org (no phone calls please)