



Employment Opportunity  
The San Diego River Park Foundation  
**Administrative Manager**

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The San Diego River Park Foundation is looking for a detail oriented professional to join our team as our Administrative Manager. This individual will work in our office located near Old Town, just north of the San Diego River.

The qualified applicant should have documented experience with office administrative work. The position requires someone who has initiative, is good at handling multiple tasks, and enjoys being part of a team. It is also essential that the person understands and believes in the mission of the organization: to create a better future for the historic San Diego River and our region.

This is a part-time position with a flexible schedule. There is potential that in the future additional responsibilities could be available to create a full-time position if desired.

Approximately half of the time will be dedicated to managing and conducting administrative functions of the organization. The other half of the time will be performing administrative duties of grants and contract, such as invoicing, reporting and purchasing.

This person will manage the day-to-day administrative operations including A/P and A/R utilizing QuickBooks, telecommunications and other office contracts, annual organizational filings, insurance and other matters. The person will also work directly with the organization's external accountant and must be experienced with QuickBooks as well as producing cash flow reports, financial reports, and billing rates.

A working knowledge of grant invoicing and reporting requirements would benefit the successful applicant. The person will work with and manage the administrative coordinator. An ability to lead and work as part of a team is important to the success of the position.

**Reporting:** This position reports to the President and CEO

**Hours:** 16 – 20 hours per week. Flexible schedule

**Compensation:** \$20 per hour.

**Duties and Responsibilities:**

- Maintain project accounting and records
- Oversee project budgets as assigned
- Produce grant invoices and reports in a timely fashion
- Manage office purchasing, office contracts, and employee benefits
- Process A/R and A/P
- Work with QuickBooks
- Work with Leadership Team to increase cost efficiency of operations
- Process annual and other filings
- Calculate and maintain indirect rates
- Manage cash flow projects and produce financial statements
- Maintain administrative manual

**Qualifications and Requirements:**

- Commitment to mission of organization
- Must have “can-do” attitude
- Nonprofit experience helpful, but not a requirement
- 2 years or more of bookkeeping and office management experience
- Good working knowledge of Excel, Word and QuickBooks
- Ability to work in dynamic, small office
- College degree or equivalent experience
- Knowledge of applicable workplace and nonprofit laws and other regulations helpful
- Interest in learning and being part of a small, highly effective nonprofit organization

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee may be expected to perform. The San Diego River Park Foundation is an Equal Opportunity Employer.

**Deadline:** Interviews will start the week of March 19<sup>th</sup> and applications will be accepted until the position is filled.

**Start Date:** Immediately

**Contact:** Send email with resume and cover letter to [rob@sandiegoriver.org](mailto:rob@sandiegoriver.org). Please put “Job Inquiry” in the subject line.

**The San Diego River Park Foundation: 4891 Pacific Highway, Suite 114; San Diego, CA 92110**