



Employment Opportunity  
The San Diego River Park Foundation

## Office Administrative Manager

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Part-Time

The San Diego River Park Foundation is looking for a new team member! We have an opportunity for a part-time Office Administrative Manager.

We are seeking someone who excels at QuickBooks, loves our mission, and is detailed oriented. If this sounds like you and you are interested in a part-time position, please read on!

The qualified applicant should have experience in a related field where accuracy, honesty and positive attitude can be documented. This is not an entry level position but one where an experienced person is seeking the flexibility of a part-time job with a nonprofit. The position requires someone who has initiative, is good at handling multiple tasks, and enjoys being part of a team. Work hours are during the day and can include some weekend hours if desired.

We are seeking someone for 12 - 18 hours per week. If you are interesting, we may be able to increase the position to 20 hours per week.

This person will manage the day-to-day administrative operations including A/P and A/R utilizing QuickBooks, office contracts (phone, printer, etc.), annual organizational filings, insurance and other matters. The person will also work directly with the organization's external accountant and must be experienced producing billing rates, financial reports, and cash flow projections. Duties also include purchasing and preparing grant invoices.

A working knowledge of grant invoicing would benefit the successful applicant. The person will work with our 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:** 12– 18 hours per week. Flexible work schedule at office near Old Town

**Compensation:** \$22 per hour.

**Duties and Responsibilities:**

- Maintain organizational accounting in QuickBooks
- Office service contract relations
- Produce grant invoices and expense reports
- Employee benefit processing and filings
- Process A/R and A/P
- Purchasing
- Work with Leadership Team to increase cost efficiency of operations
- Process annual nonprofit and other filings
- Calculate and maintain indirect rates
- Maintain administrative manual

**Qualifications and Requirements:**

- Commitment to mission of organization
- Must have “can-do” attitude, good at troubleshooting
- Nonprofit experience helpful, but not a requirement
- 2 years or more of documented 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:** Applications will be accepted until the position is filled. After an initial phone interview, selected applicants will be invited to an interview.

**Start Date:** Sept. 1, 2018 or earliest date.

**Contact:** Send email with resume and cover letter to [rob@sandiegoriver.org](mailto:rob@sandiegoriver.org). Please put “Job Inquiry” in the subject line. In your cover letter please discuss why you would like to join our team, any experience related to our mission and something about yourself.

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