

The San Diego River Park Foundation

JOB DESCRIPTION: Bookkeeper

Reports to: President and CEO

10- 20 hours per week with flexible schedule

Compensation: \$22 per hour with sick leave

OVERVIEW: The San Diego River Park Foundation is an award 501c3 nonprofit organization working toward a better future for the San Diego River through advocacy, a wide variety of programs, projects, and community engagement. This is a part-time position for an experienced bookkeeper working with QuickBooks.

ESSENTIAL RESPONSIBILITIES:

Processing of Accounts Payable and Receivables in QuickBooks

Preparing deposits and checks

Reconciling accounts and preparing monthly reports

Asset tracking

Maintain restricted revenue records and reconcile on a regular basis

Working with Accountant to maintain the organization's financial records

OTHER RESPONSIBILITIES:

- Working with vendors to find cost effective strategies
- Work with Administrative Coordinator
- Other duties as assigned
- Grant Financial Reporting
- Review Administrative Policies and make recommendations for improvements
- Annual business and other filings
- Purchasing and Indirect Rate Calculations

KNOWLEDGE & SKILLS REQUIRED:

- Attention to detail and accuracy, and very organized
- Proficient computer (PC) and Microsoft Office Excel skills required
- Desire to work at a non-profit, community-based organization
- Team player and enjoy working in a busy office
- Working knowledge of QuickBooks for nonprofit/small business
- Data entry skills
- Nonprofit accounting experience desirable
- Reliable, trust worthy and professional

WORKING CONDITIONS: The San Diego River Park Foundation maintains an office in western Mission Valley within walking distance of Old Town Trolley Station. The place of employment has several staff members and numerous volunteers and interns in an open and busy office setting.

The San Diego River Park Foundation is an equal opportunity employer.

Applicants which are not familiar with our organization are encouraged to learn more about our mission and programs at www.sandiegoriver.org.

TO APPLY: Please email your resume along with a cover letter and at least two references to:

Rob Hutsel

President and CEO
The San Diego River Park Foundation

rob@sandiegoriver.org
619-297-7380 x 108