



Employment Opportunity  
The San Diego River Park Foundation

## Office Administrator

---

Part-Time

The San Diego River Park Foundation is looking for a new team member! We have an opportunity for a part-time position who will conduct our bookkeeping and administrative services.

The qualified applicant must have a demonstrated working knowledge of QuickBooks for either a nonprofit or small business. She or he should also connect with our mission. 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 detailed oriented, and enjoys working in small but busy office. Work hours are flexible but also must coordinate with others.

We are seeking someone for 10 - 16 hours per week. There is some flexibility on weekly schedule. We will work to accommodate family or other commitments.

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 should be experienced producing invoices, financial reports, and cash flow projections. Duties also include purchasing.

The person will work with our administrative coordinator.

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

**Hours:** 10 hours min hours per week. Flexible work schedule at office near Old Town

**Compensation:** \$22 - \$25 per hour based upon experience.

**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
- Maintain indirect rates
- Maintain administrative manual

**Qualifications and Requirements:**

- Commitment to mission of organization
- Must have “can-do” attitude, good at troubleshooting
- Nonprofit or small business experience
- 1 year or more of documented bookkeeping in QuickBooks
- Good working knowledge of Excel and Word
- Ability to work in dynamic, small office
- College degree or equivalent experience and education
- 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:** Flexible

**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**