



San Diego LGBT Pride Job Description – Office Manager

Job Title: Office Manager
Reports to: Executive Director
FLSA Status: Exempt
Position Type: Full-Time/Regular

Summary

As part of San Diego Pride's mission to foster pride locally and worldwide, the Office Manager is responsible for directing a group of internal functions for the organization. This role will perform and direct the following internal operations: human resources, accounting, payroll, information technology, office services, facilities, and purchasing.

The Office Manager will work closely with the Executive Director in order to assist in managing budgets, creating financial reports, and assisting other departments in their individual needs. This role will perform a wide variety of administrative activities as well as assist during Pride Weekend in running the financial department and cash operations of the Pride Festival.

Essential Duties & Responsibilities

Accounting & Finance (30%)

Manage day-to-day financials utilizing QuickBooks and related software. Full cycle Accounts Payable. Full cycle Accounts Receivables. Manages cash flow. Monthly bank and vendor account reconciliations. Produce monthly financial statements. Produce other financial documents as needed. Assist in Month-end accrual process and closing. Assist in annual financial audit. Maintain, update, and create necessary Fiscal Responsibilities Procedures in accordance with Financial Committee guidelines. Oversees actual budget spending and monitors to prevent over spending. Oversee Pride Festival Weekend Financial Operations. Oversee Pride Festival Box Office. Oversee Pride Festival Bar revenue procedures.

Office Management (25%)

Assists Executive Director & other staff in day-to-day administrative functions including tracking of grant related reports. Management and selection of year-round vendors. Responsible for all post office duties. Places necessary office supply orders. Responsible for front office operations and manages occasional reception volunteers. Manages office interns. Responsible for purchasing office snacks, board meeting food, & other supplies as necessary for office operations.

Human Resources (20%)

Process bi-monthly Payroll. Process all necessary paperwork for employee hiring/discharging. Serve as HR advisor to the Executive Director. Serve as point of contact for employee insurance programs. Oversee employee compensation and liability insurance programs. Manages employee reporting and filed complaints. Oversee company structure for efficient level staffing. Creates, Founded in 1974, San Diego LGBT Pride is a 501(c)3 nonprofit organization whose mission is: Fostering pride in, and respect for, all lesbian, gay, bisexual, and transgender communities, locally, nationally, and globally. www.sdpride.org



maintains, and updates all necessary forms to track employee development and goals. Maintain employee files.

Facilities Management (10%)

Maintains building offices in exemplary and presentable conditions. Resolves all maintenance requests submitted by company Staff/Board/Volunteers. Ensure building & liability insurances are renewed and active. Bid out contractors and possible vendors for major building repairs and enhancement projects. Coordinate repairs and execution of major and minor repairs needed to enhance/maintain building with city (etc.) guidelines. Oversee facilities & janitorial contracted staff. Serve as land lord & perform according duties to current & future tenants. Liaison for organizations that utilize our building.

Secondary Duties & Responsibilities

Information Technology (15%)

Troubleshoot, maintain and repair server, VoIP system and 25+ computer stations, Update and push out software when needed, regulate all e-mail addresses for the staff/volunteers and create new accounts as needed, Special projects as needed.

Festival Weekend Financial Operations

During Pride Weekend, the Office Manager will assist in the Financial Operations of the San Diego Pride Festival. Duties will involve overseeing the Box Office and being responsible for all incoming from box office ticket sales, merchandise sales, and beverage sales.

Required Knowledge, Skills, and Experience

- Deep understanding of administrative and office operations
- Knowledge of budget implementation and control
- Ability to take initiative and problem solve
- Excellent verbal and written communication skills
- Ability to present oneself as well as the company in a professional manner
- Knowledge of applicable laws/policies/principles/etc.
- Proficient in the use of a personal computer and corresponding programs
- Detail oriented
- Extremely organized

Minimum Qualifications

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- Education: College degree in Business Administration, Finance, Human Resources, or related field required.
- 2-3 years of office administration experience required
- 2-3 years of full-cycle accrual method of accounting required
- 1-2 years of management preferred
- Some IT experience preferred
- Reliable transportation

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee will frequently lift up to 50 pounds. The employee will be required to travel for a variety of work functions such as purchasing office supplies, mail delivery/pickup, weekly bank deposits, etc.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

San Diego Pride is an equal opportunity employer.

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

Job location

San Diego, California