



San Diego LGBT Pride

Job Description – Accounting and Office Coordinator

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| Job Title: | Accounting and Office Coordinator |
| Reports to: | Operations Manager |
| FLSA Status: | Exempt |
| Position Type: | Full-Time |
| Salary: | \$47,000 - \$50,000/yr |
| Benefits Include: | Medical and Dental Health Coverage, Vacation and Sick PTO, Professional Development Opportunities |

SUMMARY

San Diego LGBT Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, respect, and equality for the LGBT community. San Diego LGBT Pride is one of the oldest LGBT-serving nonprofits in San Diego, and is best known for our annual flagship celebration - the San Diego LGBT Pride parade and festival that brings together more than 350,000 individuals from San Diego and across the country. San Diego LGBT Pride is also the most charitable Pride celebration in the world, having distributed over 3 million dollars to LGBT-serving nonprofits since 1994.

San Diego LGBT Pride is seeking an Accounting and Office Coordinator (AOC) to support the Operations Manager with the execution of the day-to-day functions of the organization. The AOC's key responsibilities include accounting/bookkeeping, human resources administration, information technology, facilities management, purchasing, assisting other company departments as needed, and supporting the financial operations of the annual Pride Festival and Parade. A successful AOC should be highly organized and have a versatile skill set to support a variety of different business functions with a diverse range of tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

Accounting & Finance

Record transactions daily in accounting software (Quickbooks) and reconcile all accounts on a weekly/monthly basis. Full cycle accounts payable and receivable. Assist the Operations Manager with month-end accounting and producing monthly financial statements for Pride's leadership. Ensure organizational compliance with both company and local/state/federal financial reporting policies and regulations. Maintain an orderly accounting filing system. Maintain the petty cash fund. Record cash receipts and make bank deposits. Create and produce other financial reports/documents as needed. Assemble information for external auditors for the annual audit. Oversee actual department budget spending and monitor to prevent spending over approved budgets. Support the philanthropy/development department in tracking incoming and outgoing donations.

Office & Facilities Management

Point person for maintenance, mailing, shipping, supplies, equipment, and purchasing of supplies. Oversee IT accounts management and vendors. Responsible for front office operations

and manages front desk reception support. Maintain building and offices in exemplary and presentable conditions. Bid out and manage contractors for building repairs and enhancement projects. Manage organization's shared calendars. Act as Liaison for organizations that utilize our building for meeting and event purposes and track along with charitable giving. Monitor inventory and place supply orders when necessary. Ensure filing systems are maintained and current. Provide clerical and administrative support to management as requested. Support vendor and contract management. Support the Operations Manager in developing and implementing office policies by creating/updating and recording SOPs to guide the operations of the office.

Human Resources

Supporting the operations manager with the enforcement of company policies and standards. Support recruitment efforts and onboarding. Support employee compensation and liability insurance programs.

Festival Weekend Financial Operations

During Pride Weekend, the AOC will assist in the financial operations of the San Diego Pride Festival. Duties will involve acting as a second point of contact for the Box Office and Bar Teams and supporting the Operations Manager and Shed Team with management of all incoming and outgoing cash from box office ticket sales, merchandise sales, and bar sales.

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Education:** Bachelor's degree in Accounting, Business Administration, Finance, or equivalent experience strongly preferred
- Minimum 2 years of office administration experience required
- Minimum 2 years of bookkeeping/accounting experience required
- Working knowledge of Quickbooks accounting software is required
- Detail oriented and extremely organized
- Deep understanding of non-profit accounting, administration, and office operations
- Knowledge of budget implementation and control
- Ability to create reports from accounting/finance software as requested
- Proficient in technology especially Microsoft Office applications
- Proactive qualities with the willingness to learn
- Ability to work well under pressure and with minimal supervision
- Exceptional verbal and written communication skills
- Ability to take initiative and problem solve
- Excellent verbal and written communication skills
- Knowledge of applicable laws/policies/principles/etc.
- Must be able to work long hours seated and in front of a computer
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.
- Working some weekends and evenings will be required.

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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 may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

WORK ENVIRONMENT

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.

TO APPLY

Send a resume and cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****