



Position Description

Job Title: Accounting Administrative Assistant

Organization: Big Brothers Big Sisters of San Luis Obispo County

Location: 142 Cross Street, Suite 140, San Luis Obispo, CA

Position Type: Full-Time

Hourly Rate: \$23.00 - \$25.00/hour, depending on experience

About Big Brothers Big Sisters of San Luis Obispo County:

Big Brothers Big Sisters of San Luis Obispo County is a non-profit organization dedicated to making a positive impact on the lives of young people in our community. Our mission is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentoring relationships that change their lives for the better.

Job Summary:

We are seeking an Accounting Administrative Assistant to support our finance and fundraising departments in maintaining accurate financial records and providing administrative assistance as needed. The ideal candidate will be detail-oriented, organized, and capable of handling various administrative tasks while ensuring the integrity and confidentiality of financial information.

Key Responsibilities:

1. Financial Data Entry: Enter financial data, including invoices, receipts, and other transactions into accounting software.
2. Reconciliation: Assist in reconciling bank statements, credit card statements, and vendor statements.
3. Accounts Payable: Process vendor invoices, ensure timely payments, and maintain accurate records.
4. Accounts Receivable: Assist with invoicing, follow up on outstanding payments, and record receipts.
5. Financial Reporting: Generate and maintain financial reports and spreadsheets as needed by the finance team.
6. Record Keeping: Maintain organized and up-to-date physical and electronic financial files.
7. Expense Tracking: Assist in tracking and categorizing organization expenses.
8. Administrative Support: Provide administrative support to the fundraising department, such as collecting mail, processing donations (including visiting the bank to make deposits), recording donations

in our database (MatchForce – a product of SalesForce), managing correspondence, and assisting with special projects.

9. Compliance: Ensure compliance with all relevant financial and accounting regulations.

10. Confidentiality: Handle financial data with a high degree of confidentiality and discretion.

Qualifications:

- College degree or coursework in accounting is a plus.
- Previous experience in accounting and administrative roles is required.
- Proficiency in using accounting software (e.g., QuickBooks), Microsoft Excel, databases, project management tools, and other office software.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Understanding of financial and accounting principles.
- Commitment to maintaining the confidentiality of sensitive financial information.

Benefits:

- 3 weeks' vacation per year PLUS the week between Christmas and New Year.
- Opportunity to work with a dedicated and passionate team.
- Experience in the non-profit sector, contributing to a meaningful cause.
- Flexible work hours that can accommodate your schedule.

How to Apply:

If you are interested in joining our team and contributing to the success of Big Brothers Big Sisters of San Luis Obispo County, please send your resume and a cover letter outlining your qualifications and experience to caity@SLOBigs.org

Big Brothers Big Sisters of San Luis Obispo County is an equal opportunity employer. We encourage individuals from all backgrounds to apply.