

May 16, 2016

Position Description: Office Administrator

The Escondido Creek Conservancy (TECC) is seeking an Office Administrator to run the day-to-day operations of the non-profit land conservancy. The administrator supports the conservancy's operations by maintaining office systems and helping to manage the flow of conservancy operations and procedures. We are seeking a special person who is calm, centered, and passionate about making a difference in the world while managing multiple projects simultaneously. Our ideal candidate loves detail, is highly organized, has managed budgets, is skilled in Excel and the Microsoft suite, is a clear communicator, is bilingual, has experience working with tenants, and is familiar with Quick Books. The Office Administrator must have strong people skills and exceptional references.

Job Duties:

- Maintains office services by organizing and implementing office operations and procedures; preparing payroll; controlling correspondence and designing and implementing filing systems, both electronic and paper-based.
- Monitors contracts, leases and easements to make certain procedures are followed and payments made as required.
- Coordinating with the conservancy's CPA and the TECC Finance committee, ensures accurate financials by coding of incoming and outgoing checks and expenses and maintains records in accordance with TECC policies.
- Helps achieve financial objectives by assisting in the preparation of the conservancy's annual budget; scheduling expenditures; analyzing variances and initiating corrective actions.
- Provides historical reference by following procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems and practices.
- Keeps the conservancy's database and recommends methods to improve and grow the database to support TECC's work.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Keeps the conservancy informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains professional and technical knowledge.
- Contributes to team effort by accomplishing related projects as needed.

Skills and Qualifications:

Good written and oral communications skills and excellent people skills. Experience tracking budget expenses, managing processes, developing standards, promoting process improvements. Expertise in the Microsoft suite including Excel. Knowledge of Quickbooks.

Reporting:

The Office Administrator reports to the executive director and works closely with TECC's volunteer board members and TECC staff.

Location and Logistics:

TECC's office is located in downtown Escondido. Work is generally Monday-Friday but weekend work is periodically required. Mileage is paid for use of personal vehicles for TECC business.

Compensation:

Commensurate with experience. TECC provides competitive benefits and payments for mileage.

While the position will remain open until filled, our goal is to fill the position by the end of July, 2016. Please review the conservancy's website at escondidocreek.org before applying. Submit resume, qualifications, salary history, references and an example of a budget-related work product you were primarily responsible for to: information@escondidocreek.org or via U.S. mail to Office Administrator, The Escondido Creek Conservancy, P.O. Box 460791, Escondido CA 92046. No phone calls please.