

The San Diego History Center, which operates museums in two San Diego national historic districts is seeking a Bookkeeping & Human Resources coordinator to support its staff and mission to preserve, reveal and promote the history of the San Diego region.

The Bookkeeper & Human Resources Coordinator is responsible for maintaining the San Diego History Center's day-to-day accounting records, as well as working with the President & CEO along with the Management Team, to provide administrative, human resources, and executive operational support. The Bookkeeper & Human Resources Coordinator reports to the President & CEO and works closely with History Center consulting CPA. This is hybrid position primarily on site at the San Diego History Center in Balboa Park four (4) days per week with one-day optional remote with regular hours of 9am-5pm Monday through Friday. Occasional nights, weekends or adjustment in hours may be required depending on institutional priorities.

Full time Exempt – 40 hours/week

Salary : Up to \$85000 depending on experience.

Accounting Systems Management & Coordination (70%)

- Process weekly Accounts Payable and receivable for both SDHC and Fiscal Agency accounts to ensure minimal impact on cash flow
- Process and prepare weekly bank deposits, handling cash and donations
- Act as the main point of contact for vendors and staff regarding invoices
- Ensure that monthly transactional accounting for Revenue, Deposits and expenditures are accurately and timely recorded
- Provide weekly bill pay to CEO for approval
- Accurately record grant and donation revenues and expenses, providing updates to CEO and Development Team and requested
- Prepare initial month end close and provide monthly general ledger report to consulting CPA and CEO
- Maintain Financial records (both physical and electronic) in preparation for annual Audit
- Provide auditors with information required to accurately and efficiently complete annual audit
- Assist CEO and Consulting CPA in Annual preparation of budget and audit
- Prepare Grant Financial reports as necessary

Payroll, Human Resources & Admin Support (30%)

- Champion the San Diego History Center's "Culture of Philanthropy" to foster an equitable and sustainable work culture and success of the institution
- Assist the CEO as the point of contact for staff and the History Center's PEO (Trinet)
- Ensure time worked is accurately collected, submitted, reviewed, approved and processed for payroll
- Process payroll accurately and within deadlines to ensure that all employees are paid on time

- Act as the point of contact for and oversee the onboarding of new hires as well as employee separations to include W-4, I-9 and maintain up to date personnel files on all employees
- Generate 1099's and W2s for employees and contractors
- Support CEO in other areas of HR functions
- Provide Administrative support as needed for SDHC programs and initiatives
- Provide Administrative support to the CEO

Qualifications

- Minimum 4 years bookkeeping, accounting, payroll and Administrative experience
- Nonprofit accounting experience not required but a plus
- Proficiency in Quickbooks Online and Microsoft Office Suite including Excel
- Experience with Payroll systems (Trinet HR platform a plus but not required)
- Organized, self-directed and ability to multitask to meet deadlines
- Be able to work in a fast-paced environment
- Utmost integrity and ability to maintain confidentiality

WORK ENVIRONMENT

- Office
- Museum galleries
- Non-museum spaces such as banks or other office environments

PHYSICAL DEMANDS

- Typing, data entry, sitting, walking, squatting, standing, kneeling, balancing, manual dexterity, reaching above shoulders, grasping, pushing/pulling (15-60 lbs.), lifting (15-60 lbs.), carrying (10-60 lbs.)
- Climbing stairs, walking over varied terrain

ADDITIONAL RESPONSIBILITIES

- Valid CA Driver's License and reliable transportation with proof of liability insurance

EEO STATEMENT

SDHC believes that equal opportunity for all employees is critical to our continuing success. In accordance with state and federal law, SDHC will not unlawfully discriminate against any employee or applicant for employment on the basis of religion, race, color, national origin, ancestry, disability, marital status, gender, veteran status, sexual orientation, age, medical condition, registered domestic partner status, or any other basis protected by state or federal laws. Opportunity is provided to all employees based on qualifications and job requirements. When necessary, SDHC makes reasonable accommodations for disabled individuals who request an accommodation in accordance with state and federal laws.

DISCLAIMER

This job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

PROCEEDURE FOR APPLICATION

Please email a cover letter and resume to jobs@sandiegohistory.org with your qualifications and why you believe you are the best candidate for this position. Please also include the names and contact information (phone) for 3 references.

Please note that phone calls will not be accepted. Due to the number of candidates who apply we may not be able to respond to all inquiries.