



601 Embarcadero, Suite 11  
Morro Bay, CA 93442  
[www.mbnep.org](http://www.mbnep.org)

## Administrative Assistant Position Announcement

**Position Overview.** The Estuary Program seeks a detail-oriented, highly organized individual to provide bookkeeping and office management support. The Administrative Assistant is a part-time grant-funded position that supports administration and infrastructure for the Estuary Program and reports to the Finance and Operations Administrator.

**The Organization.** The Morro Bay National Estuary Program brings citizens, local governments, nonprofits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, not-for-profit organization that conducts monitoring and research, restores natural habitats, and educates on how to keep Morro Bay clean and healthy. The Estuary Program is one of 28 national estuary programs around the country working to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results by closely collaborating with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed. For more information about the program, visit [www.mbnep.org](http://www.mbnep.org).

### Duties and Responsibilities

#### Bookkeeping (60%)

- Primary responsibility for compiling, coding, and documenting expenses.
- Primary responsibility for receiving, documenting, and acknowledging donations.
- Primary responsibility for maintaining an electronic filing system for all accounts payable and accounts receivable documentation.
- Provide other bookkeeping support as requested.

#### Office Management Administrative and Organizational Duties (20%)

- Primary responsibility for office management and logistics.
- Troubleshoot technology issues and act as liaison with outside tech support firm.
- Special projects as needed.

#### Contracts, Subawards, Procurement, and Grants (20%)

- Primary responsibility for maintaining an electronic filing system for all grants and contracts.
- Primary responsibility for maintaining a project tracking database to monitor the status of project budgets and timelines.

### Minimum Qualifications.

- BA/BS in finance, accounting, or business management (or equivalent experience).
- At least two years of well-rounded bookkeeping experience.
- Demonstrated proficiency with Microsoft Office Suite, QuickBooks, Adobe Pro document editing functions.
- Excellent interpersonal skills, including strong oral and written communication skills, problem solving, active listening, and critical thinking.
- Detailed-oriented and able to independently prioritize and manage multiple responsibilities.
- Flexible and adaptive work style with interest in expanding skills.
- Commitment to environmental conservation and the mission of the Estuary Program.

### Preferred Qualifications.

- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Audit Standards.
- Experience with troubleshooting technology problems for an office network system.
- Experience working with a small nonprofit organization.

**Pay, Benefits, & Work Environment.** This is a non-exempt, part-time position of 20 hours per week with a pay range of \$23-25/hour, dependent upon experience, and a strong potential for growth. The position is supported by a four-year grant, with the possibility to extend. The position will have office and work from home component in a casual office environment with options for flexible schedules. Benefits include sick leave and work from home support. Required safety protocols for all staff follow current COVID related public health guidance. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a nonprofit corporation that provides the administrative framework for the Estuary Program.

**How to Apply.** Submit a resume and cover letter to the Morro Bay National Estuary Program at [staff@mbnep.org](mailto:staff@mbnep.org), subject line – *Administrative Assistant*. Applications will be accepted until Friday, September 20 at 4 p.m. Applications will be reviewed as received, and we expect to fill the position before the closing date.

Proof of valid driver's license, insurance, clean driving record, and reliable method of personal transportation are required for employment and must be confirmed before a final offer is made. All offers of employment are contingent upon the successful completion of a background check (including a criminal records check). As parts of our organization work extensively with youth and students, all employees are required to meet Bay Foundation policies regarding working with minors.

Diversity, equity, and inclusion are core values at the Bay Foundation of Morro Bay, and we are committed to creating a diverse workplace. The Bay Foundation is an equal opportunity employer to all, regardless of race, age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, and sexual orientation.