



Job Announcement: August 27, 2023

**Greenaction for Health and Environmental Justice seeks full time Administrative Operations and Office Manager, based in our office in downtown San Francisco.**

*Greenaction's Mission is to mobilize community power to win victories that change industry and government policies and practices to protect health and promote environmental, social, racial, climate, and economic justice.*

This is a full-time salaried position with health benefits, 3 weeks paid vacation. We seek a person who supports Greenaction's Mission and has administrative experience, including with Quickbooks and bookkeeping. The position requires at least 2-3 days per week in our office, with other days being remote.

TO APPLY: Send cover letter, resume, and 3 references to [greenaction@greenaction.org](mailto:greenaction@greenaction.org)

### **Job Responsibilities:**

#### **Administrative/Operations Management**

- Bill payment and accounting
  - Review and process invoices and check requests, bill paying
  - Enter expenditures into Quickbooks (deposits via ATM and check scanner, and manual checks)
- Banking including deposits, record keeping, filing, bi-weekly bank and credit card reconciliation
- Processing donation and grant/contract funds
- Assist with organizational financial reports
- Work with grants manager to keep grant financial accounting accurate and updated.
- Process/submit payroll twice monthly to ADP (payroll company) and track staff sick days
- 1099/vendor W-9's – keep up to date and on file
- Insurance – ensure our insurance policies maintained and renewed in timely fashion
- Updating subscriptions: Network for good, Giftworks, Norton, Logmein etc
- Ensure government registrations are up to date (DUNS, Guidestar, SAM, Charitable Registry, Statement of Information, City and County of San Francisco vendor registration, Franchise Tax Board
- CalSavers paperwork and payments
- Prepare onboarding packet for new employees (W-4, I-9, payroll add form, Kaiser enrollment, employee handbook) and work with Executive Director to onboard new employees

#### **Office Management**

- Supplies & ordering as needed
- Telephone/email communication – check office voice mail daily, check and sort mail
- Mailings – review letter, print letters & addresses, ordering & coordinating tasks (folding, stamping, etc)
- Backups – data management & general security (once a month)

Greenaction is an Equal Opportunity Employer.

Greenaction for Health and Environmental Justice  
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