

**Position:** Office Assistant – Part Time

**Reports To:** Office Manager

**Summary:** This position reports to the Office Manager and is vital to the day-to-day support of Office Administration. This individual's primary duty will be to provide accounting and human resources support, as well as provide back-up office reception support to the Downtown Sacramento Partnership. This person must be extremely professional, organized, and have excellent communication skills.

**Position is Part Time – Limited Benefits**

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**Duties Include, But Are Not Limited To:**

Responsibilities:

- Quickbooks Online billing and invoicing
- Process weekly check run
- Correspond with vendors, customers, and associate inquiries
- Maintain files for all accounts payable & receivable transactions
- Bank deposits, collect and code to appropriate department budget
- Review bank statements, reconcile in QBO, and coordinate month-end reporting with CPA.
- Fact check data and enter accurate codes
- Assist with collections on vendor invoices
- Assist with Human Resources functions as needed, including new hire orientations.
- Support Office Manager with audit, or other needs of the business.
- Responds professionally to all inquiries via phone, directing them to the appropriate staff members or departments, or providing published literature, as needed in support of the front desk.
- Act as primary back-up to Administrative Assistant and front desk functions when needed.
- Answer, screen and refer calls and inquiries to appropriate party.
- Prepare office for meetings when requested.

Requirements:

- Must be fluent with Quickbooks (online preferred), Excel, and all other Microsoft Office Suite programs.
- 2 years bookkeeping or accounting experience preferred, HR experience a plus.
- Familiarity with basic bookkeeping or accounting procedures.
- Must be organized, and be able to multi-task while being very detail oriented.
- Must have excellent written and verbal communications skills, and customer service.
- Must possess the ability to maintain strict level of objectivity and confidentiality.
- 10 key proficiency preferred

Benefits:

- Eligible to participate in company 401k plan and life insurance.
- Paid parking and in-building gym facilities available.
- Flexible schedule up to 32 hours per week

To apply – please email your cover letter and resume to [humanresource@downtownsac.org](mailto:humanresource@downtownsac.org)