



Financial Assistant Position Description

Can you imagine being part of a national model for engaging underrepresented students in science?

To inspire the next generation of science leaders, Ocean Discovery Institute creates learning experiences for young people traditionally excluded from science due to race, income status, and educational opportunity. Our students will join high-paying fields, break generational poverty, and change the future of science. We are honored and proud to have received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring given by President Obama.

We currently have a \$4 million annual operating budget, with approximately 40 employees serving 7,000 young people each year. We are growing to serve over 10,000 annually and operate from our Living Lab in City Heights. For a look at our programs and impacts, please view our video: [Organizational Video - YouTube](#).

Our values guide our students, families, team and supporters and our core competencies reflect our culture and values; it is essential all team members exhibit the following:

Organizational Values

We love learning
We choose leadership
We believe in community
We stand for justice
We imagine possibilities

Core Competencies

Community Driven, Approachable, Trusted & Demonstrates Integrity,
Committed to Work Systems, Action Oriented, & Organizationally Agile
Leadership Competencies
Motivates Others, Manages Strategy and Process,
Develops Direct Reports

Ocean Discovery is an Equal Employment Opportunity/Affirmative Action Employer and deeply understand that diversity, inclusion, and belonging among our teammates is essential to our success. Our goal is to be a diverse workforce that is representative, at all job levels, of the community serve.

Duties and Responsibilities

The Financial Assistant holds a part-time position (20+ hours per week) and works directly with the Director of Finance. Duties include:

- Bookkeeping expenses, donations, transactions, and other financial data in an organized software solution
- Recording and paying bills, verifying receipts and expense documentation
- Handling general payments and deposits
- Processing payroll
- Allocating costs to keep expenses organized
- Performing credit card and bank account reconciliations
- Compiling comprehensive reports, such as statement of activities, statement of financial position, statement of cash flows, and statement of functional expense
- Completing audit preparation tasks
- Reviewing accounts to ensure they meet GAAP compliance standards
- Gift processing in CRM database
- Filing, mailing, and inventory counts
- Entering student and program evaluation data, including

- Entering student application data into program management software and CRM database
- Entering student and family survey data into evaluation databases
- Supporting with the analysis of student evaluation data

Position Qualifications & Requirements

- Bachelor's degree in Accounting, Finance, or a related field (preferred)
- QuickBooks Software Proficiency
- Intermediate Microsoft Excel
- Knowledge of BlackBaud's Raiser's Edge is a plus
- Must be organized, detail-oriented, and accurate with numbers
- Ability to work independently or with minimal supervision
- Positive can-do attitude desired

Other Requirements:

- Pass a fingerprinting / background check
- Complete a Tuberculosis assessment
- Proof of COVID-19 vaccination
- Have reliable transportation to and from work

Time Commitment & Compensation

- Start Date: ASAP
- Part Time Position (Hourly Non-Exempt)
- 20-25 hours per week (Three shifts, in-office on weekdays, between the hours of 9:00am – 5:00 pm)
- Pay: \$27-30/hr

Work Environment and Physical Requirements

Work is performed in an office setting. The schedule is generally Monday-Friday. Weekends or evenings may be required for occasional organizational events. Work is conducted indoors and outdoors where weather and temperatures vary with the seasons. Ability to remain stationary at desk and operate computer/electronic equipment 6-8 hours per day; occasionally lift, carry, and position objects weighing up to 35 pounds; regularly move around the office to access files, office equipment; answer phone calls to coordinate and answer questions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

To Apply

Submit resume, cover letter, and 2-3 professional references to jobs@OceanDI.org.

EEO Employer