



**RGISC.ORG**  
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Laredo, Texas, 78040  
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## JOB LISTING

**Position:** Office & Finance Administrator

**Location:** Laredo, TX (must be based in Laredo)

**Hours:** 40 hours - full-time

**Salary:** \$40,000 to \$50,000, commensurate with experience

**Benefits:** IRA retirement benefits, paid holidays, paid time off

**Location:** In-person

### RGISC

Founded in 1994, the Rio Grande International Study Center is a hard-hitting and fast-moving environmental advocacy group whose mission is to protect and preserve our only source of drinking water, the Rio Grande, and our regional environment for present lives and future generations. Our focus areas are water security, habitat protection, community engagement, and climate impacts. Choices we make today, combined with RGISC's efforts to conserve this vital river ecosystem and the biodiversity that it sustains, will directly impact its survival and our community's well-being for years to come.

### POSITION OVERVIEW

The Office & Finance Administrator oversees day-to-day office operations for our dynamic nonprofit to help us meet our strategic environmental and river initiatives for the Laredo area. This includes bookkeeping duties, clerical support, logistics for our Board of Directors, and supporting our CPA and Executive Director to ensure the financial accountability of the organization. The Office Administrator reports to the Executive Director.

This position requires financial and management skill, a desire to improve our regional environment, resourcefulness, and a desire to work with a small but talented team.

### KEY RESPONSIBILITIES

1. Undertake basic financial management tasks including:
  - Tracking key donor, member, and vendor contact information and payment data for end of year reports for CPA
  - Processing of checks, deposits, invoices, payroll and recurring bills through Quickbooks
  - Managing employee IRA benefits
  - Reconciling monthly bank statements
  - Input and analyze data in various program databases and spreadsheets
  - Assist CPA with processing monthly, quarterly, and federal payroll tax reports
  - Researches, analyzes and prepares various budget and financial reports
  - Assists in the preparation of contracts and MOUs in consultation with executive director including agreements for independent contractors

2. Provide logistical and other support for Board and other meetings including:
  - Arranging meeting schedules and logistics
  - Supporting the compilation and distribution of meeting documents
  - Work with the Treasurer to prepare financial data to be presented at board meetings
  
3. Oversee key office management tasks including serving as office manager by:
  - Working closely with the Development Team to manage the CRM database (donors, members, volunteers)
  - Tracking of timelines and calendars
  - Supervising the use and maintenance of all office equipment
  - Ordering all necessary office and maintenance supplies
  - Tracking of staff work hours and days off by utilizing time card system
  - General administrative and clerical support
  
4. Support the Executive Director including:
  - Arranging meetings and calls
  - Preparing budgets for grant proposals, and other financial reports.
  - Performing other work duties, as assigned by the Executive Director.

## QUALIFICATIONS & SKILL SETS

- Bachelor's degree preferred - Accounting, Business Administration, Finance
- At least 1 year non- profit accounting experience
- Proficient in Quickbooks desktop - required
- Experience with Microsoft Suite: Word, Excel, PowerPoint, Outlook - required
- Effective time management, organizational and multitasking skills
- Strong English and Spanish communications skills
- Fluency with online technology and virtual meeting applications
- Ability to work with diverse groups of people
- Ability to work independently and in close collaboration with others
- Commitment to maintaining confidentiality
- Ability to work occasional weekends or evening hours.
- Maintain a valid Texas Drivers License, valid insurance and reliable transportation.

### Application Instructions

- Send your CV or resume (maximum 2 pages) and contact information for three references to: info@rgisc.org
- Important: Please ensure your documents are saved in one file, with the following name format: YOURNAME\_Office Admin\_DATE
- Accepting applications until position is filled.

*RGISC is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.*

