



Job Title: Administrative Assistant
Organization: Lotus Education and Arts Foundation
Position Type: Part-Time (Non-Exempt)
Hours: Approximately 18 hours per week
Pay: \$22–\$26 per hour, based on experience
Benefits: 13 paid holidays; this position is not eligible for health benefits
Reports To: Executive Director

Job Overview:

The Office Manager will play a critical role in ensuring the smooth day-to-day operations of the Lotus Education and Arts Foundation. This position will focus primarily on bookkeeping and development support for the organization. The ideal candidate is detail-oriented, highly organized, and proficient in accounting and donor management software.

This position offers flexibility with a combination of in-office and hybrid work options, depending on the schedule and projects.

Key Responsibilities:

Bookkeeping (60%)

- Manage accounts payable, invoicing, and accounts receivable.
- Reconcile monthly bank statements and maintain accurate financial records using QuickBooks.
- Support the Executive Director in creating budgets, monthly financial reports, and grant reports.
- Provide the accountant with necessary documentation for annual tax preparation.
- Assist in preparing annual tax statements (e.g., 1099s) for contracted employees and vendors.

Development/ Fundraising Support (40%)

- Prepare and send invoices for sponsors and acknowledgments of donations.
- Assist with donor communications, including the creation of annual impact reports.
- Maintain and update donor information using Little Greenlight
- Foster relationships with donors by managing timely and accurate communication.

Other duties as assigned.

- During Lotus events, all staff are considered for “all hands on deck” for in-office or event support



Qualifications

- Education: Minimum of an associate's degree in management, business, accounting, or a related field.
- Experience: 2–3 years of experience as an office administrator, executive assistant, or administrative assistant.

Technical Skills:

- Proficient in QuickBooks or similar accounting software.
- Familiarity with cash-basis accounting.
- Competence with Microsoft Office Suite, Google Suite, and Adobe PDF software.
- Experience with donor database software (e.g., Little Greenlight).

Other Skills:

- Strong organizational and multitasking abilities.
- Understanding of financial and business management principles.
- Ability to maintain the security and confidentiality of sensitive information.

Work Environment

- Flexible work arrangements, including in-office and hybrid options, depending on project needs.

Application Process

Interested candidates should submit their resume and a cover letter detailing their qualifications and relevant experience to executivedirector@lotusfes.org. Applications will be accepted until the position is filled.

The Lotus Education and Arts Foundation is an equal-opportunity employer and encourages applicants from diverse backgrounds to apply.