

## **Office Administrator**

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**Company: Sequim Food Bank**

**Location: Sequim, Washington**

**FLSA Status: Non-Exempt, full-time**

**Compensation: \$21–\$23/hour**

**Reports To: Director of Administration**

**Prepared/Revised Date: 3/1/2026**

### **About the Sequim Food Bank**

The Sequim Food Bank is a nonprofit 501(c)(3) organization serving Sequim and surrounding communities. Our mission is to provide food and assistance with dignity, guided by a vision that no one goes hungry in our community. We are supported by volunteers, donors, and strong community partnerships. At the Sequim Food Bank, there is always room for Everyone at the Table.

### **About the Position**

The Office Administrator supports daily office operations and works closely with the Director of Administration, staff, volunteers, and community partners. This role provides administrative and operational support across the organization, helps maintain accurate records, assists with financial and reporting processes, and supports sound bookkeeping practices to ensure financial accuracy and accountability in a collaborative, community-focused environment.

### **Key Responsibilities**

- Answer phones and respond to general inquiries
- Greet donors, visitors, and community members
- Maintain accurate records, including data entry, filing, and document management
- Record invoices, credit card transactions, and checks in QuickBooks Desktop and assist with maintaining accurate financial records in alignment with basic bookkeeping principles
- Provide backup support for delivery coordination and delivery-related calls, as needed
- Support monthly reporting and data sharing with partner organizations
- Monitor and respond to emails
- Provide occasional support with social media and communications
- Work collaboratively with staff, volunteers, and community partners to support daily food bank operations

### **Qualifications**

- Experience in office administration or a related field
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and shifting priorities
- Experience with electronic and hard-copy filing systems
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Clear, professional communication and interpersonal skills
- Ability to work effectively with people of diverse backgrounds and experiences
- Ability to handle confidential information with discretion
- Solid understanding of basic bookkeeping principles (e.g., accounts payable/receivable, reconciliations, financial reports)
- QuickBooks Desktop experience strongly preferred
- Familiarity with community-based or nonprofit environments is a plus

### **Equal Opportunity Employer**

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment based on race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability, or any other protected class under federal, state, or local law.

### **Requirements**

Ability to safely lift and carry up to 20 pounds. Position involves standing, bending, and light physical activity.

### **Compensation**

This job pays \$21-23/hour. Benefits include paid holidays, vacation, sick leave, retirement, healthcare reimbursement, and technology stipend.

### **How to Apply**

If you are a detail-oriented individual with strong organizational skills and a passion for providing excellent administrative support, we would love to hear from you. Please email a resume and cover letter to [jobs@sequimfoodbank.org](mailto:jobs@sequimfoodbank.org). Please include "Office Administrator" in the subject line. Position is open until filled; initial candidate review will begin on March 20, 2026.