



Dolphin Scholarship Foundation

Position Description Financial Administrator

Position Start Date: October 30, 2026

The Financial Administrator is primarily responsible for all Foundation financial records, including payroll, state and federal taxes, sales tax, the annual budget, insurance, IRS Form 990, and the annual audit, as detailed in the Foundation Procedures Manual. The Financial Administrator will maintain both paper and electronic records in accordance with applicable federal and state laws. The Financial Administrator will cross-train in other staff responsibilities to provide backup and will assist other staff members as needed, especially during the annual scholarship application and selection period (March-April).

The Financial Administrator reports directly to the Executive Director and will assist with the Foundation's strategic planning.

Qualifications Required

Proficiency in QuickBooks, MS Word, Excel, and Outlook. The Financial Administrator must have strong organizational skills, the ability to work both independently and collaboratively, the ability to produce accurate work, and the ability to meet deadlines. Mature judgment and excellent verbal and written skills are required.

Experience Required/Desired

One to three years of accounting, bookkeeping, and payroll experience. Knowledge of U.S. military organization, particularly the Submarine Force, is desirable. A college degree in Accounting or Financial Management is preferred.

Working Hours

Part-time, 15-20 hours/week, normally Monday – Friday, 9 AM – 1 PM. Working hours are flexible. More hours may be required during the scholarship selection period (March-April). Limited travel.

Salary Range: \$22.00/hr - \$25.00/hr

About Dolphin Scholarship Foundation

Established in 1960, the Dolphin Scholarship Foundation provides college and vocational scholarships to children and spouses of U.S. Navy members who have served in the U.S. Navy Submarine Force and related support activities. The Foundation is a nonstock corporation organized under the laws of Virginia and is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. A signed Confidentiality Statement is required before employment.

Dolphin Scholarship Foundation does not discriminate in its hiring practices based on age, race, color, gender, gender expression, national or ethnic origin, disability, religion, or sexual orientation.

To Apply

Email a cover letter and current resume to Andrew Clark, Executive Director of the Dolphin Scholarship Foundation, at execdirector@dolphinscholarship.org.