

Job Title: Operations Assistant (Part-Time)

Location: Sorensen Parkway

Hours: 20 hours per week

Reports to: Operations Director

Job Summary:

We are seeking a highly organized and detail-oriented Operations Assistant to provide administrative support for day-to-day operations. The ideal candidate will be proficient in QuickBooks Online and have strong communication and problem-solving skills. This part-time position (20 hours per week) will support the operations director in various tasks, including bookkeeping, data entry, and building management and HR.

Key Responsibilities:

- **Bookkeeping & Financial Support:**
 - Maintain accurate records of financial transactions using QuickBooks Online.
 - Assist in processing accounts payable and entering donations.
 - Reconcile bank statements and credit card transactions.
 - Prepare financial reports for management as needed.
- **Administrative Support:**
 - Provide general administrative assistance to the operations director.
 - Organize and maintain office files and records, both digital and physical.
 - Manage office supplies and equipment, ensuring timely replenishment and repair.
- **Data Entry & Reporting:**
 - Input data accurately into QuickBooks Online and other internal systems.
 - Assist with preparing and generating reports for management review.
- **Client and Vendor Coordination:**
 - Communicate with vendors, clients, and internal teams regarding financial matters.
 - Ensure timely processing of payments and invoices.
- **Project Assistance:**
 - Support operations team in various ongoing projects as assigned.
 - Assist in scheduling and coordinating meetings or events.

Qualifications:

- **Experience:**
 - At least 1-2 years of experience in office administration, operations, or HR support.
 - Proficiency in QuickBooks Online is required.
 - Experience with data entry and basic financial management is preferred.
- **Skills:**
 - Strong organizational skills with an attention to detail.
 - Ability to manage multiple tasks and meet deadlines.
 - Excellent communication skills (both written and verbal).
 - Proficient in Microsoft Office Suite (Word, Excel, Outlook).
 - Ability to work independently and as part of a team.
- **Education:**
 - High school diploma or equivalent required.
 - Associate's degree or relevant coursework in business or accounting is a plus.

Work Environment:

- Part-time position (20 hours per week) with flexible hours.