



Job Title: Operations Assistant

Work Location: Riverzedge Arts, 196 Second Avenue, Woonsocket, RI 02895

Reports to: Executive Director

Classification: Permanent; Part-time; Hourly.

Salary: \$18/hr; 25hrs/week

To apply, please send a resume as well as a cover letter detailing your education, experience, and interest in working at Riverzedge Arts to Executive Director Kristen Williams: kristen@riverzedgearts.org.

Applications will be considered on a rolling basis until the position is filled.

Women, members of traditionally marginalized populations, and bilingual individuals are strongly encouraged to apply.

Position Summary: The Operations Assistant works with the Executive Director to manage the day-to-day activities and transactions occurring in each facet of the organization, including but not limited to: maintenance of our electronic and hard-copy filing systems; accounts payable and receivable; tracking building maintenance requests and regular service appointments; ordering supplies; preparing bi-weekly payroll, maintaining HR records, and overseeing personnel searches as needed. The successful candidate will have a strong work ethic and a can-do spirit, and thrive on being part of a small, collaborative team of creative thinkers.

Essential Functions:

- Maintain and/or create office systems as needed
- Manage and process accounts receivable and payable
- Prepare and process bi-weekly payroll
- Collect cash receipts from program staff for reconciliation and accounting
- Deposit funds on a timely basis
- Maintain HR file in compliance with HR regulations
- Maintain facilities records and schedule regular and emergent service calls
- Safeguard all confidential information used in the performance of duties

Education and/or Work Experience Requirements:

- 1-2 years of experience as an administrative assistant or office manager
- Work well both independently and collaboratively as needed
- Be able to draft effective written communication in English for a variety of audiences
- Experience with QuickBooks Online and familiarity with web-based payroll platforms preferred

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards;
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards;
- Must be able to lift and carry up to 50 lbs;