



Finance & Operations Assistant (Part Time)

Our Mission: ZUMIX empowers young people to build successful futures for themselves, transforming lives and community through music, technology, and creative employment.

Since 1991, ZUMIX has offered award winning music & creative media programs for youth in the Greater Boston area ages 7-18. We have grown from a literal kitchen table project, to serving 1,000 young people annually through out-of-school programming, as well as in-school arts expansion initiatives. ZUMIX is dedicated to empowering young people through music, and to fostering personal and professional development, artistic growth, and civic engagement, as well as the 21st century skills needed to achieve success in college and career. Our staff members are creative and passionate individuals who hold each other accountable to our mission, vision, core values, and to high standards of excellence. For more information on our work, please visit www.zumix.org.

As ZUMIX celebrates our 31st anniversary, we look back with pride on three decades of great work and look forward with optimism at all that lies ahead. We are investing in our staff; we are deepening relationships with youth and their development; we are increasing our commitment to serving our broader community, which was hard-hit during the pandemic; we are embarking on expanding music partnerships with the Boston Public Schools and neighboring districts; and we are evolving our curriculum to align with the changing needs of our constituents.

Finance & Operations Assistant (Part Time)

Reports to: Director of Finance and Administration

The Finance & Operations Assistant will support the organization in all administrative, facilities, and general support activities. The ideal candidate will have a high attention to detail and an interest in learning systems, financial structures, and taking on work with high professionalism. This is a customer service position that will ensure our program staff and youth have access to the support they need to effectively execute our programs. This position has great potential for growth and learning over time.

Responsibilities

Bookkeeping Support

- Provide basic accounting, filing, record keeping, and compliance tracking in collaboration with the Director of Finance & Administration
- Oversee the day-to-day Accounts Payable process, ensuring accurate invoices are received, weekly check runs, and all bills are paid in a timely manner
- Support bi-weekly and monthly payroll invoice collection and tracking
- Invoice various customers for space rentals, gigs, and partnership fees, and then assist with the collection of accounts receivable
- Maintain monthly bills schedule; Manage monthly cash flow projections and other reporting/analysis as skills and development allow

Space Upkeep & Coordination

- Maintain office and facility supplies and equipment; recommend supplies and equipment that need to be ordered within budget
- Coordinate and oversee routine facility maintenance repair; pitch in for basic building problem solving before outsourcing
- Oversee and recommend long-term facility upgrades and needs
- Analyzing all operations and forwarding suggestion for improvement to the Director of Finance & Administration

General Administrative Support

- Maintain list of office technology, providing basic IT support as needed
- Serve as back-up front desk support to greet students, families & community members
- Support staff in scheduling for interviews/meetings, and maintaining shared calendars
- Oversee staff timesheet annual creation, bi-weekly completion, and payroll preparation
- Assist with recruitment and onboarding processes
- Maintain info@zumix.org email, ensuring response within 48 hours to specific requests
- Other responsibilities and tasks as assigned

Qualifications

- High school diploma or equivalent required; ideally 1-3 years of professional experience in a customer service or administrative setting
- Sound judgment and discretion in dealing with sensitive, confidential, and timely matters
- Excellent written and verbal communication skills; Strong attention to detail and natural connection to numbers, administrative systems, and spreadsheets
- Superb organizational skills, and interest in working within systems and creating structures for efficiency
- A willingness to learn, ask questions, work independently, and follow-through on commitments
- Background that relates well to our East Boston immigrant community; Verbal and written fluency in Spanish strongly desired; multicultural sensitivity required
- Demonstrated commitment to urban youth development and the arts, especially popular music and working with teens; belief in ZUMIX mission required

If you're excited about this role, but your past experiences don't appear to align with every qualification in the job description, we still encourage you to apply. Perhaps you are the right candidate for this or other roles at ZUMIX.

Compensation and Benefits

This is a part time position, scheduled at 20 hours per week, exact hours to be determined, but within an 10 am - 8 pm operating day. Some evening or weekend hours may be requested. Paid time for holidays and organizational closures, including an annual closure from December 25th until January 2nd. Other benefits include access to professional development funds, 100% of Paid Family and Medical Leave (PFML) tax paid by ZUMIX, and 1% payroll IRA retirement match. Hourly rate is commensurate with experience and budgeted for \$20-25 per hour.

ZUMIX does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, along with our participants, their families, our volunteers, subcontractors, and vendors.

To Apply

Please email resume and thoughtful cover letter outlining your interest in the position and specific connection to this position, to Chrissy Holt, Director of Finance & Administration, at apply@zumix.org. Please write "Finance & Operations Assistant: [your name]" in the subject line.

Applications will be reviewed on a rolling basis. Our goal is for a September 2022 start date.