



Opportunity Scholars

Administrative Assistant / Bookkeeper

Opportunity Scholars (OS) works with high school students as they pursue career and technical programs, and community college and university pathways. OS assists families as they consider employment and training/education needs for their children. OS provides financial support to students during high school for dual enrollment, career and technical classes, and financing for students who choose to pursue post-secondary education in a local community college or university.

We are seeking to hire an Administrative Assistant/Bookkeeper who will provide crucial support for the Opportunity Scholars team and is a part time, 20-hour per week position. Primary work will be conducted from our Winchester Office. The ideal person will be adept at dealing with people in a business setting and will exhibit a professional style in carrying out the assigned duties. Must have reliable transportation as occasional short business errands will be required. This is a position that requires strong organizational skills, the ability to multitask, flexibility, self-motivation and confidentiality.

Duties:

- Bookkeeping tasks using Quickbooks Online and Excel spreadsheets
- Greet students, families, and community partners
- Manage organization calendar, google drive files, email, office phone
- General duties; filing, scanning, typing, data entry, admin support, bookkeeping, etc.
- Assist with meetings and planning
- Data entry into program and accounting software
- Maintaining accurate records
- Obtaining information and maintaining business files
- Assist with social media platforms and keep up-to-date
- Support Executive Director and Chief Operations Officer as directed
- Assist with events and community outreach activities
- Ordering supplies, upkeep of office areas, organization, etc.
- Other duties as assigned.

Qualifications:

High School degree required and some college experience is preferred. Experience in the office environment, Quickbooks Online, Google Workspace, Microsoft programs, accounting processes, general office processes and management, banking, administrative software, electronic filing systems and document organization is desirable.

Compensation and Hours:

Hourly rate is \$15-16/hour. Typical work hours are M-F from 9-1pm in the Winchester Office. Occasional work offsite or hours outside of 9-1pm may be necessary. Reports directly to the Chief Executive Officer.

How to Apply:

Submit a resume to info@OpportunityScholars.org