



# Revolutionary Spaces

Open History. Enter Democracy.

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Boston, MA 02108

[RevolutionarySpaces.org](http://RevolutionarySpaces.org)

## Office Administrator & Finance Associate

**Position:** Office Administrator & Finance Associate

**Salary Range:** \$45,000 - \$55,000

### Organization Overview

Revolutionary Spaces is a new arts & culture organization on Boston's Freedom Trail, formed in January 2020 by the merger of the Bostonian Society and Old South Association. Through partnerships, theater and arts, exhibits, and other cultural activities, Revolutionary Spaces brings people together to explore the history and continue the work of democracy that was started in part in the two historic sites and museums we care for – Old South Meeting House and the Old State House, located two blocks from each other in the heart of downtown Boston.

Revolutionary Spaces is an equal opportunity employer. We value inclusion, relevance, boldness of thought, and engagement in our work.

This position is an assistant to the Director of Finance and Administration. This department is responsible for: office management, human resources, payroll, accounting, IT and general administrative tasks.

### Responsibilities:

- **Finance / Accounting Support**

Assist with revenue from donors, rentals, sponsorships, income, sales and pledges as needed. Ensure accurate allocation of revenue and expenses to proper accounts. Serve as liaison to third-party revenue sources for reporting income and to vendors for fielding invoices to ensure they are paid in a timely fashion. Assist the Director of Finance with month-end and year-end close by ensuring timely and accurate financial data entry. Reconcile monthly credit card activity and work with cardholders to resolve discrepancies.

- **Human Resources**

Process biweekly payroll, benefits, on-boarding of new employees and off-boarding departing ones. Assist Director of Finance with annual benefit renewals.

- **IT support**

Administers office Google Suite, off-site IT consultant liaison, on-site staff support.

- **Administration**

Support overall business administration for the organization including office vendor relations, supplies and services. In charge of answering telephone and email inquiries and distributing mail.

- **Special projects**

Help with new initiatives in the department of Finance & Administration. Assist with special event support.

- **Executive support**

Assist the CEO and senior leadership with scheduling needs and occasional event planning. Handle all paperwork and meeting arrangements for quarterly Board of Directors meetings; take minutes at Board and committee meetings.

## **Qualifications & Skills:**

- 3+ years of finance or accounting support experience
- 3+ years of administrative and HR/Payroll experience
- Strong organizational skills, ability to prioritize workload to meet deadlines effectively and efficiently.
- High level of discretion with personal and sensitive information
- Excellent organizational and accurate data entry skills; commitment to being thorough; attention to detail
- Demonstrated track record in troubleshooting, problem-solving, and ability to function independently with minimal supervision.
- Team player with a willingness to help other staff and departments with various tasks.

## **Preferred Skills**

- Possess a high comfort level with computer technology, including Microsoft Office, Google Drive, preferably, Xero, Raiser's Edge, and Paylocity
- Budget support

## **Physical Requirements**

The work of this position takes place both in a regular office environment and at historic sites. Some staff offices are located on the third floor of a 300 year old historic building without an elevator. Candidates should be able to carry equipment and supplies up and down stairs and potentially change a water cooler.

## **Benefits**

Full time salaried, Non-Exempt position. Benefits-eligible including generous vacation and Federal holidays schedule; 403b with 5% match after one year; Health insurance; FSA Medical & Dependent care accounts; professional development; MBTA pass program; and free admission to many local museums. General office hours are 9:00–5:00, Monday through Friday with the potential of some hybrid schedule possible.

**Interested candidates should send a cover letter and resume to [hr@revolutionaryspaces.org](mailto:hr@revolutionaryspaces.org).**

**For more information about Revolutionary Spaces, please visit [www.revolutionaryspaces.org](http://www.revolutionaryspaces.org).**