



info@revolutionaryspaces.org
TEL 617.720.1713

310 Washington Street
Boston, MA 02108

RevolutionarySpaces.org

Finance & Office Associate Job Description

Position: Finance & Office Associate

Supervisor: Chief of Staff

Type: Part-time, Nonexempt

Average Hours Per Week: 20

Hourly Rate Range: \$20-\$23/hr

Organization Overview

Revolutionary Spaces is a new organization on Boston's civic and cultural landscape, formed in January 2020 by the merger of the Bostonian Society and Old South Association.

Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that is evoked so singularly by the two national treasures we care for – Old South Meeting House and the Old State House, located two blocks from each other in the heart of downtown Boston. We believe that our nation's most fundamental questions took shape here, and we are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to help us build a more just and equitable tomorrow.

Revolutionary Spaces is an equal opportunity employer. We center our work on the following values:

- **Inclusion:** We are dedicated to diversity, equity, and inclusion and ensuring accessibility on multiple dimensions.
- **Relevance:** We are dedicated to creatively linking lessons of the past with the interests and concerns of Boston's diverse communities today.
- **Boldness of thought:** We address challenging topics and promote understanding in response to controversy.
- **Engagement:** We encourage people to engage, add their voices to today's debates, and collaborate with others to discover new ways of thinking.



About the Position

KEY RESPONSIBILITIES

- **Finance/Accounting Support**
 - Serve as in-house point-of-contact with outsourced Finance firm
 - Conduct monthly credit card reconciliation through [PEX](#)
 - Assist with virtual Accounts Payable process through [Bill.com](#)
 - Assist with reconciliation of Development, Museum Experience, and Commercial Operations revenue
 - Assist with monthly journal entries in [Xero](#) to accrue and allocate expenses by department
 - Assist with tracking of restricted funding streams
 - Assist with making bank deposits
 - Provide support for the annual audit and annual budget process
- **HR Support**
 - Coordinate biweekly payroll process in [Paylocity](#)
 - Coordinate the paperwork process of onboarding and offboarding staff
- **Administrative Support**
 - Assist with mail retrieval and sorting
 - Provide office management support, including ordering office supplies, coordinating office vendors, and ensuring the overall flow of the office environment, both virtually and in-person
 - Assist with IT/technology issues and equipment tracking
 - Support with scheduling and staffing of internal and external meetings
 - Support Board of Directors management, such as scheduling meetings and recording meeting minutes

QUALIFICATIONS & SKILLS

- 1+ years of finance or accounting experience
- Some training or education in accounting and finance
- Experience with any of the above software platforms is a plus, but not required
- Knowledge of and/or experience with nonprofit finance and accounting best practices is a plus, but not required



Revolutionary Spaces

Open History. Enter Democracy.

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- Excellent time and email management, attention to detail, and ability to manage multiple tasks/priorities
- High level of discretion and maturity
- Comfortable working both remotely and on-site
- Ability to thrive and learn in our entrepreneurial environment while bringing an enthusiastic, collaborative approach to your work

Physical Requirements:

This position will be mostly remote, with periodic visits to our office spaces, while we prepare to re-enter working on-site. When on-site, the work of this position takes place both in a regular office environment and at a historic site. Some staff offices are located on the third floor of a 300 year old historic building without an elevator. Candidate should be able to carry supplies up and down stairs. Reasonable accommodations can be made for the right candidate.

Benefits

Generous PTO and office holiday schedule; professional development; and free admission to many local museums.

To apply, please email your resume and brief cover letter to HR@RevolutionarySpaces.org with “Finance & Office Associate” in the subject line.