

## Business Operations Assistant

### Description:

Our team is actively seeking a **Business Operations Associate** for our Newport office. Our firm is comprised of fun, compassionate, community-minded individuals who love being part of a diverse and energetic team. A successful candidate must embody our values of treating all people with respect, never compromising our integrity, delighting our clients, and embracing our team culture. The ideal candidate must also be devoted to our commitment to care deeply about our clients and their financial lives.

### Responsibilities & Activities:

- Complete payroll, accounts payable and receivable, expense management and reporting, and vendor management
- Audit billing and vendor accounts to ensure accuracy
- Support programs and project work within the business operations team
- Maintain the integrity and confidentiality of data and records
- Ensure compliance with applicable public records laws and regulations
- Support Freedom Tax processes and projects
- Support Client Relations team and project tasks

### Knowledge, Skills & Abilities:

- Exceptional client services
- Exceptional attention to detail
- Excellent attitude and demonstrates a team player mindset
- Excellent organizational and time management skills
- An ability to manage and organize multiple tasks
- Excellent communication (oral and written), and interpersonal skills
- Proficient with computers including Microsoft Suite
- Open to obtaining Quickbooks online certification

### Benefits include:

- 100% Medical and Vision premium coverage
- Voluntary Dental benefit
- Paid time off
- 10 paid holidays
- Paid sick leave
- 16 hours of paid volunteer time
- Paid maternity and other parent leave options
- Annual bonus plan
- Short-term and long-term disability\*
- Life insurance\*
- 401k plan\*
- Cell phone reimbursement
- Cappuccinos for life!

\*Eligible after one year of employment