



## Operations Assistant

**Job Title:** Operations Assistant

The part time Operations Assistant oversees the administrative operations of the Stroud Region Open Space and Recreation Commission to ensure organizational effectiveness and efficiency. Average 20 hours per week. Compensation range is \$28 – 32 per hour commensurate with experience.

This position is non-exempt and eligible for overtime. Overtime hours need to be pre-approved by the Executive Director. He/she is accountable to the Executive Director.

Responsibilities include:

- Maintain computerized bookkeeping and accounting system for the Commission's finances, including preparing invoices, bills, checks, and refunds; preparing and reconciling monthly bank, municipal, program partner statements; and making deposits. Proficiency with QuickBooks required.
- Manage and coordinate all payroll records and payroll accounting with an outside payroll service.
- Make projections on future financial position. Assist in preparing and managing the annual budget.
- Accept incoming calls and receive Community Center visitors. Accept and manage program registrations and administer the online registration system; its transactions, receipts, refunds, and reports.
- Manage and administer Regional Park & Facilities reservations, Day Street Community Center rentals, and Regional Parks Vendor applications. Maintain master calendars of the Community Center and all Regional Parks. Supervise the timely distribution of reservation notices in the parks.
- Train Assistants and clerical volunteers as needed in their assigned tasks and coordinate their schedules. Develop, organize and manage all office standards, procedures and operations.
- Develop and maintain lists and databases for the Commission and the Friends of Stroud Region. Manage filing and record retention systems
- Manage the daily operations and maintenance of the Day Street Community Center offices, facilities and technical systems; maintain and replenish supplies and inventories. Manage its use by outside groups according to Commission facility use policies. Review and recommend improvements in safety policies and procedures. Share in daily upkeep tasks.
- Maintain inventories and order as necessary for program and facilities supplies: pools, summer camp, park caretaking, and other areas as needed
- Other duties as assigned.

**\*Clearances required:**

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check [http://www.pa.cogentid.com/index\\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm) (Dept. of Human Services)