

Operations Assistant

ParentMap is looking for a multi-talented Operations Assistant to support our Operations Department. The Operations Assistant will provide accounting, human resource and general administrative support to the operations and broader ParentMap teams.

Reports to: Business Manager

FLSA status: Nonexempt

Job status: Part-time, 20 hours per week

Job location: Greater Pacific Northwest area preferred; work-from-home position with occasional in-person meetings on Mercer Island

To apply: Email your résumé and cover letter to carolyn@parentmap.com. Please include "Operations Assistant" in the subject line of your email.

Key Responsibilities:

- Weekly check deposits via remote deposit
- Responsible for monthly aging report, statements and client follow-up to ensure all invoices are paid
- Process and track monthly payment plan and autocharge payments
- Ongoing client communications, including payment processing and responding to client billing requests and issues
- Process monthly freelance writer payments
- Prepare and send biannual royalty statements to authors and musicians
- Enter new magazine subscriptions and credit card expenses into Quickbooks
- Process employee expenses and reimbursements as needed
- Provide additional financial review as needed to verify accuracy of formulas and data as needed
- Create miscellaneous financial reports as requested

- Check ParentMap admin email inbox and voicemails, respond to or forward messages as needed
- Responsible for HR and operations administrative tasks and systems, including scheduling meetings, processing new hires in the Zenefits HR system, updating organization chart, updating internal administrative documents, and administering ParentMap's Google email and Drive systems
- Oversee completion of required monthly time tracking for nonexempt hourly employees in HR system
- Maintain ongoing ParentMap calendar, including holidays, reminders, staff and steering team schedules
- Responsible for monthly staff meeting agenda, setup and note taking
- Oversee ParentMap office storage organization and office supplies
- Responsible for Google Drive administration, including adding/deleting users, creating distribution groups, assigning aliases when necessary
- Provide New Hire & Employee Exit process administrative support, including Google account setup, computer coordination, new hire documentation and orientation schedule
- Provide staffing administrative support, including posting jobs, scheduling interviews and maintaining candidate trackers

Skills, education and experience:

To be successful in this role, the applicant will be an organized, multi-tasking self-starter who has:

- A demonstrated ability to navigate Google Drive files
- Elevated spreadsheet and analytical capabilities
- CRM and/or accounting software experience preferred
- The ability to succeed in a virtual office environment, along with the ability to attend live meetings and events in the Greater Seattle area
- A high level of attention to detail
- Strong communication and organizational skills

Compensation

The salary range for this position is \$20–\$25 per hour based on qualifications, skills and experience. Employees will receive a vacation grant of two weeks after six months prorated according to hire date. Additional vacation time is granted according to years of employment. Employees will also receive 11 paid holidays over the course of the calendar year as well as Washington state–mandated time off for sick leave and personal obligations.

About ParentMap

ParentMap is a Pacific Northwest media company providing highly relevant, well-researched and entertaining content to parents through various integrated publishing channels: our award-winning newsmagazine and annual print guides; ParentMap.com, Washington’s leading website for parents and caregivers; and our annual series of free virtual parenting events.

[ParentMap Values](#)