# Part-Time Executive Assistant

**Hours:** 15 to 25 hours a week, approximately 4 hours per day, Monday–Friday,

**Location:** [Boston / Hybrid / In-Person]

## About the Role

We are seeking a reliable, highly organized, and resourceful **Part-Time Executive Assistant** (EA) to support the day-to-day administrative and operational needs of a small family office.

This is a hands-on role for someone who enjoys keeping things organized, managing details, and helping an office run smoothly. The EA will provide administrative support to the principals and team, including heavy calendar management, financial and accounting support, office organization, record keeping, and coordination with outside vendors.

The ideal candidate is highly dependable, discreet, comfortable working independently, and willing to pitch in wherever needed. Spanish language skills, previous accounting or bookkeeping experience, and experience managing calendars and scheduling are strongly preferred.

## Responsibilities

**Administrative & Scheduling Support**

- Assist with calendar management, scheduling, and coordinating appointments and meetings.
- Help manage meeting logistics, confirmations, and schedule changes.
- Maintain organized electronic and physical files and records.
- Assist with correspondence, mail, document preparation, and other administrative needs.
- Track deadlines, appointments, renewals, and recurring administrative tasks.
- Provide general administrative support to the principals and team as needed.

**Financial & Accounting Support**

- Assist with invoice processing, bill tracking, expense documentation, and record keeping.
- Organize receipts, statements, invoices, and other financial records.
- Support bookkeeping and reconciliation processes in coordination with accountants or other financial professionals.
- Help maintain accurate records related to household, office, business, or other expenses.
- Assist with preparing information and documentation for accountants, bookkeepers, or tax professionals.
- Experience with QuickBooks or similar accounting software is a plus.

**Office Operations**

- Maintain office supplies and coordinate purchasing as needed.
- Coordinate with vendors, service providers, and other outside partners.
- Help maintain organized records, contact lists, and administrative systems.
- Assist with occasional errands or other logistical needs.
- Identify administrative needs and proactively help keep things organized and moving.

## Qualifications

- Prior administrative, office assistant, or similar experience.
- Strong organizational skills and attention to detail.
- Experience with scheduling and calendar management is strongly preferred.
- Accounting, bookkeeping, accounts payable, or financial administrative experience strongly preferred.
- Spanish-speaking or bilingual Spanish/English strongly preferred.
- Comfortable with Microsoft Office
- Experience with QuickBooks or similar accounting software is a plus.
- Strong written and verbal communication skills.
- Ability to handle confidential and sensitive information with discretion.
- Comfortable working independently in a small-office environment.
- Dependable, flexible, and willing to take on a variety of tasks.

## Schedule

This is a **15 to 25-hour-per-week position, working approximately three to four hours per day, Monday through Friday.** Consistent weekday availability is important, but the specific schedule will be established with the selected candidate based on the needs of the role and the Office, as well as the employee's circumstances.

This is a **hybrid role**, with a combination of in-person and remote work.

We recognize that employees may benefit from additional flexibility at certain times of the year. Greater remote-work flexibility may be available during traditional school vacation weeks and summer breaks, when needed, provided the responsibilities of the role and the needs of the Office continue to be met.

## The Right Person

This role would be a good fit for someone who brings accounting or bookkeeping experience along with strong organizational and administrative skills. We are looking for someone who is trustworthy, detail-oriented, and comfortable working with financial information and records. The right person takes ownership of their work, follows through, notices when something needs attention, and enjoys keeping both financial and administrative details organized. They should also be comfortable working in a small office environment where responsibilities can vary from day to day.

**Compensation:** Part time (15-25 hours) with a range of $40,000-$50,000 (commensurate with experience.

**Benefits**: Medical