



# Mathematical Reviews

A division of the  
American Mathematical Society

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## **OPEN POSITION**

### **Operations Assistant (Accounting, Human Resources and Facilities) Administration Department – Ann Arbor, MI**

Applications are invited for a full-time position as the Operations Assistant for Mathematical Reviews/MathSciNet. The Mathematical Reviews (MR) founded in 1940, is a division of the American Mathematical Society (AMS), located in Ann Arbor, Michigan, in a beautiful, historic building close to the campus of the University of Michigan. MR is an association of professional mathematicians dedicated to the interests of mathematical research and scholarship. MR has a staff of over 75 and serves researchers and scholars in the mathematical sciences by providing timely information on peer-reviewed articles and books, published online as MathSciNet. MR's mission is to develop and maintain the MR Database, from which MathSciNet is produced.

This position is primarily responsible for supporting the Director of Operations with the business functions of the division, including Human Resources, Fiscal, Facilities, Purchasing, Meetings and Social Events.

#### **The position involves:**

- Human Resources duties including preparing payroll and providing staff support on policy and benefit questions;
- Accounting duties including processing invoices, preparing travel voucher and maintaining petty cash;
- Facilities duties including overseeing janitorial cleaning and assisting with filings;
- Purchasing duties including ordering office supplies and event supplies;
- Meetings and Social Event duties include setting up the annual MREC meeting and social events;
- Working with staff and managers and our Providence RI staff to provide timely information and reports.

#### **Requirements for the position include:**

- Basic accounting experience;
- Working knowledge of human resources, state and federal laws and regulations;
- Experience in setting up employee and company events.

**Education and/or experience:** An Associates in Business, Human Resources or other related area and 3 years of business experience or 8 years of related business experience is required. The AMS offers excellent benefits, including competitive salaries, health and dental; very generous retirement contributions and paid leave; paid life insurance; a casual, collegial work environment; tuition assistance; computing benefit; as well as professional development opportunities. Salary is commensurate with experience. We are an Equal Opportunity/Affirmative Action Employer.

There is no relocation assistance provided for this position.

To Apply: <http://tinyurl.com/zdqf3kc>

Applications will be accepted until the position is filled.



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