



MUSEUM OF EARLY TRADES & CRAFTS

## **Bookkeeper/Business Administrator**

The Museum of early Trades & Crafts is hiring a Bookkeeper/Business Administrator to oversee the day-to-day financial operations of the Museum. The Bookkeeper/Admin is responsible for carrying out and developing processes and procedures to enable the smooth running of the Museum in support of its mission. They are the primary business interface for the Museum, with dual reporting to the Executive Director for all financial management and the Assistant Director, Operations for business and museum shop responsibilities. The work schedule is very flexible (approx. 20-22 hours/week) Compensation is \$23-25/hour, commensurate with experience.

### **Qualifications**

The ideal candidate will hold a degree in business, accounting, administration, or a similar field and have a proven track record of experience in a professional office environment (preferably a non-profit arts or cultural organization). This experience should include financial reporting, data base management, vendor management, bookkeeping and general administration. Excellent communication and organizational skills are essential, as is the ability to manage multiple projects and to follow-up as required. Certain aspects of this position involve personnel and other sensitive issues, requiring a confidential working relationship with the ED. We are a staff of 5 full time and 5 part-time employees, who work very collaboratively. A thorough knowledge of QuickBooks and familiarity with Donorview or other fundraising/data platform is required.

Working directly with the Executive Director and Finance Committee, the Bookkeeper/Admin will:

- Provide financial reports as specified by the Treasurer and Finance Committee
- Evaluate internal financial processes to ensure accuracy and efficiency
- Monitor financial requirements of all Government and Foundation grants
- Coordinate with management and auditors on annual audit
- Assist ED and Finance Committee with budget development

Working directly with Assistant Director, Operations, the Bookkeeper/Admin will:

- Oversee the museum store including point of sale system, credit card sales, purchasing and keeping of inventory, and working with consignors
- Process all donations via Donorview
- Assist with managing operational, security and safety issues in the most cost-effective manner—includes coordinating with weekly cleaning/maintenance staff
- Serve as primary liaison with utilities and municipal agencies, such as fire, police, health, and safety agencies.
- Coordinate with Assistant Director regarding patron services and staff.
- Onboard new employees, keep track of full-time employees PTO, administer museum key distribution.

Overall responsibilities include but are not limited to:

- General Bookkeeping

- Processing invoices, bi-weekly payroll and staff benefits, and maintaining petty cash including monthly reconciliation
- Follow up on outstanding invoices, track and record all contributions and event income
- Oversee financial process associated with revenue from education, programs, membership, and fundraising
- Monitors expenses against budget.
- Creating other correspondence as needed
- Prepare annual 1099 forms and other reports as needed with guidance from auditors
- Coordinate with all staff on purchases for the museum

### **Equal Opportunity Employer**

The Museum of Early Trades & Crafts is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, religion, national origin, disability, sexual orientation, or any other reason.

### **How to Apply:**

Interested candidates may apply by sending a cover letter, resume, qualifications, and references to: [info@metc.org](mailto:info@metc.org) with "Bookkeeper/Business Administrator" in the subject field. We expect to fill this position before December 2021. Only qualified candidates will be considered.