



MUSEUM OF EARLY TRADES & CRAFTS

**Part Time Business Administrator/Bookkeeper
Madison, NJ**

We have an opportunity for the right candidate to be part of a small, collaborative team at the Museum of Early Trades & Crafts. METC is in the midst of several major projects that focus on growth and expansion initiatives including historic restoration, creation of a new viewable storage facility, strategic planning and new program development. The Business Administrator's role includes overseeing the day-to-day business and financial operations of the museum and helping developing processes and procedures to enable the smooth running of the organization in support of its mission. They are the primary business interface, working closely with the Executive Director and the Assistant Director, Operations. This is a part-time position, approximately 20-25 hours/week

Qualifications

A degree in business, accounting, administration, or a similar field is required. Familiarity with museums and/or non-profits is a plus. Excellent communication and organizational skills are essential, as is the ability to manage multiple projects and to follow-up as required. Experience with grant management, QuickBooks, Donorview or other fundraising/data platform is preferred.

Responsibilities

Working directly with the Executive Director and Finance Committee

- Provide financial reports as specified by the Treasurer and Finance Committee
- Evaluate internal financial processes to ensure accuracy and efficiency
- Manage staff payroll via Quickbooks interface
- Coordinate with management and auditors on annual audit
- Assist ED and Finance Committee with budget development

Working directly with Assistant Director, Operations

- Oversee the museum store including point of sale system, credit card sales, purchasing and management of inventory, coordinate with consignors
- Process transactions via Donorview
- Coordinate with Assistant Director as liaison with utilities and local government agencies, such as fire, police, health, and safety agencies.
- Onboard new employees, track of full-time employees PTO

Overall responsibilities include

- General Bookkeeping, which includes processing invoices, bi-weekly payroll, benefits, other transactions, petty cash and monthly reconciliation

- Oversee financial process associated with revenue from education, programs, membership, and fundraising
- Monitor expenses against budget
- Confer on fundraising, advertising, and marketing communications
- Prepare IRS forms and other reports as needed
- Coordinate with staff on purchases for the museum
- General office management

Compensation & Benefits

Compensation is \$25/hour. METC is an at will employer. This position is not a contract hire and there is no relocation compensation.

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 with "**Business Administrator/Bookkeeper**" in the subject field. Only qualified candidates will be considered.