

October 27, 2015

JOB DESCRIPTION

MUSEUM BOOKKEEPER AND ADMINISTRATIVE ASSISTANT

A 30-hour a week position, responsible for both the non-profit accounting and management of City of Auburn budget for the White River Valley Museum. Bookkeeper & Administrative Assistant reports to the Museum Director. Position comes with partial benefits only: sick and vacation leave. Pay starts at \$21 an hour and after successful work for 3 months and one year will increase. Position to be filled immediately.

ACCOUNTING FOR MUSEUM NON-PROFIT

Responsible for maintaining all non-profit's financial records on a cash accounting basis. Accounts payable, accounts receivable, payroll, monthly balancing of accounts, prepare deposits and make deposits at the appropriate bank, and preparing accurate financial records using Quickbooks accounting system.

- Using Quickbooks prepares monthly non-profit Financial Statements for Director's and Board Treasurer's timely review.
- Maintains accurate financial records for multiple grants simultaneously. Oversees grant project budgets assuring they align with grant contract. Creates invoices to granting agencies.
- Maintains gift shop inventory, prices merchandise, conducts annual inventory, using the 1st Pay Gateway POS system.
- Assists Museum staff with purchases, billing for fieldtrip and event participation via PayPal, credit card, check and cash.
- Maintains records of donations, both cash and in-kind.
- Assists Museum staff with Museum's non-profit departmental budgets.
- Annually organizes financial records for use by CPA in non-profit tax preparation.
- Prepares and maintains payroll records in a timely and accurate manner.
- Organizes all financial records accurately for review by an Annual Internal Audit.
- Arranges for Finance Committee meetings, budget review sessions with Director, the Annual Internal Audit, and prepares the required reports and budgets for said meetings.
- Works with Museum Director to draft the annual budget.

ACCOUNTING FOR MUSEUM'S CITY OF AUBURN BUDGET

- Analyses, manages and reports on City of Auburn Museum budget, including preparation of purchase order requests, works with Director to prepare bi-annual budget with annual adjustments.
- Works with City staff members to smoothly carry out the Museum's financial management, networking with Finance Department, and Parks Arts and Recreation Department staff.

ADMINISTRATIVE SUPPORT

- Uses Microsoft Office to create and update forms, individualized form letters, and spreadsheets.
- Prepares an Annual Fund Drive bulk mailing, inserts for quarterly newsletters, invitation postcards and other materials as required; uses database to create appropriate mailing lists.
- Prepares print, facility and other City Service Requests
- Manages and schedules the Museum's custodian

- Periodically attends community events representing the Museum
- Maintains the Museum's membership roster, completes monthly membership billings and prepares membership packets
- At annual fund raising events works irregular hours, often under stress, handling and organizing the majority of financial transactions
- Orders and maintains Museum's office and housekeeping supplies

GENERAL

- Safely operates a variety of office machinery, including a 10-key calculator, cell phones and copiers, faxes and scanners.
- Works independently and within office procedures, planning and organizing own workflow.
- Regular, reliable and punctual attendance; may be required to work on occasional weekends and evenings in support of special events.
- Completes work and projects in a thorough and timely manner.
- Understands and follows directions from supervisor, posted work rules and procedures.
- Shows initiative in performing job functions.
- Communicates clearly and effectively both verbally and in writing, such as routine correspondence, minutes and reports, using proper sentence construction, punctuation and grammar.
- Works courteously and effectively with public officials, citizens, vendors, supervisor, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to the Museum, the City and Parks department.

QUALIFICATIONS

Graduation from high school or equivalent and four years closely related work experience required. College courses and working knowledge of accounting and computers is preferred. Experience using Quickbooks accounting software and preparing payroll.

TO APPLY

Please submit a letter of interest and resume to Patricia Cosgrove, Museum Director at pcosgrove@auburnwa.gov

White River Valley Museum
918 H St SE
Auburn WA 98002

Phone: 253-288-7433

www.wrvmuseum.org