

SHELDON MUSEUM AND CULTURAL CENTER

Haines, Alaska

Position Description

JOB TITLE: Museum Assistant (Bookkeeper) (all year)

REPORTS TO: Museum Director

SUPERVISES: No one

GENERAL FUNCTION: This position maintains the financial records of the Museum.

POSITION RESPONSIBILITIES:

1. Performs accounting tasks using QuickBooks including cutting checks, making deposits, reconciling and paying Museum's credit card, reconciling PayPal account, recording journal entries, paying sales tax, doing museum pass accounting, drafting grant financial reports, and other tasks as assigned.
2. Performs all duties of Reception and Museum Store positions as needed.
3. Manages main office, monitoring and refilling office supplies; maintaining mailing lists; recording volunteer hours and visitor counts monthly.
4. Assists Director and Operations Coordinator with a variety of tasks including preparation for and execution of fundraisers and special events, and semi-annual store inventory.
5. Works effectively as part of the Museum staff, ensuring that the objectives of the Museum are achieved. This may include performing certain tasks from another job description when that person is absent. This includes opening and closing the Museum on weekends or odd hours for tours or programs.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements and characteristics listed below are representative of the knowledge, skills and abilities required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to assume responsibility for Museum operations when on site.
2. Ability to work without supervision.
3. Must be punctual.
4. Accounting experience required.
5. Good phone presence and outgoing personality necessary.
6. Knowledge of or ability to learn local history, Museum mission, and Museum exhibit interpretation.
7. Ability to operate the Museum's computer programs. Knowledge of Microsoft Word, Excel, and Quickbooks or equivalent.
8. Ability to understand and work within the special needs and requirements of a museum environment.
9. Works well with others as part of a team.

MINIMUM EMPLOYMENT STANDARDS

1. High school diploma or equivalent.
2. Ability to work a flexible schedule that may include weekends, evenings and holidays.
3. Position requires performing physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds.
4. Requires lifting and moving objects and other collection items with special care as necessary for acceptable museum standards.
5. Good general physical health including the ability to walk up and down stairs.

STATUS: Regular, part-time. 10 hours per week.

BEGINNING SALARY: \$14.60 per hour.

BENEFITS: SBS in lieu of Social Security; Holiday and Personal Leave pay with optional union membership.