

SHELDON MUSEUM AND CULTURAL CENTER

Haines, Alaska

Position Description

JOB TITLE: Accounting Clerk I or II (Bookkeeper) (all year)

REPORTS TO: Museum Director

SUPERVISES: No one

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

Bookkeeper

- Performs accounting tasks using QuickBooks including producing checks, making deposits, reconciling the Museum's debit cards, reconciling PayPal account, recording journal entries, paying sales tax, doing museum pass accounting, drafting grant financial reports, preparing annual reports for the Accountant to prepare 990s, completing the bi-annual Alaska corporate registration, putting the budget into accounting software and monitoring expenditures, and other tasks as assigned.
- Grants: Assists with budgets on grant requests, tracks expenditures and prepares final financial reports. Works closely with the Director to ensure grants are expended as directed by the grant.
- Keeps track of membership dues, sends out annual renewal notices, and sends out membership cards upon renewal.
- Completes a monthly financial report for the Director.

Office Duties

- Monitors and refills office supplies; maintains mailing lists; records volunteer hours and visitor counts monthly, keeps track of birthdays and sends out birthday cards signed by the entire staff to volunteers and members.
- Assists Director and other staff with a variety of tasks including preparation for and execution of fundraisers and special events.
- 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 and staffing the front desk when necessary.
- Responsible for operational functions of the Museum to supplement regular staff (evenings on large cruise ship days and other times as needed). This includes supervising volunteers and responding to emergencies.

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. Experience working with a POS system and Square.
3. Accounting experience required, especially experience maintaining the financial records of a small non-profit.
4. Ability to work without supervision.
5. Must be punctual.
6. Must be neat and organized, maintaining files and desk so that they are easy to use by other people.
7. Good phone presence necessary.
8. Knowledge of or ability to learn local history, Museum mission, and Museum exhibit interpretation.

9. Ability to operate the Museum's computer programs. Knowledge of Microsoft Word, Excel, Square and Quickbooks or equivalent.
10. Ability to understand and work within the special needs and requirements of a museum environment. Willing to learn the basics of museums, including preservation and security requirements.
11. Ability to work well with others as part of a team.

MINIMUM EMPLOYMENT STANDARDS

1. High school diploma or equivalent.
2. Experience with bookkeeping and Quickbooks.
3. Ability to work a flexible schedule that may include weekends, evenings and holidays.
4. Position requires performing physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds.
5. Requires lifting and moving objects and other collection items with special care as necessary for acceptable museum standards.
6. Applicant must be able to carry loads up and down stairs.

STATUS: Regular, part-time. 10-14 hours per week

BEGINNING SALARY: \$15.00 (E1) to \$17.70 (G3) per hour depending on experience.

BENEFITS: SBS in lieu of Social Security. Union membership optional.