

Ella Sharp Museum Job Posting Business Office Manager

Reports To: *Executive Director*
Classification: *Full Time, Non-Exempt*
Department: Management
Location: 3225 Fourth St. Jackson, MI

Supervises: Accounting/office assistants,
volunteers
Salary range: Director \$19.00 -
\$25.00/hour, benefit eligible

About this position

The Accounting and Office Manager performs financial recordkeeping and reporting and assists in administration of human resource functions and information technology needs of the museum. This position is primarily 9 am to 5 pm, Monday through Friday with occasional weekend and holiday hours.

Representative responsibilities of this office include:

1. Performing various routine and advanced accounting functions following standard accounting procedures including:
 - Bookkeeping, general ledger, accounts payable, payroll, accounts receivable, and bank reconciliation functions, accounting system data entry
 - Timely preparation and maintaining of financial information and budget reporting to the Executive Director and Board
 - Upholding internal accounting controls and procedures including cash handling
 - Assisting external auditor with annual financial audit
 - Monitoring and managing expenses to ensure most effective use of assets
 - Assisting Executive Director with the development of department budgets
 - Maintaining budgets including departmental and program budgets
 - Maintaining records for all financial and budgetary requirements including but not limited to contracts, grants, and board documentation
2. Assisting the Executive Director in administering human resource functions including employment procedures, benefit administration and maintaining personnel files
3. Overseeing the selection, purchase, installation, licensing and maintenance of all information technology including telephones, copiers, faxes, network and desktop hardware and software and related contracts and supplies.

Desired Qualifications

- Any combination of training, education, and experience equivalent to a 2-year degree or higher in accounting, business or related field required
- A minimum of two years of commensurate experience including non-profit accounting and related administrative duties required
- Understanding and working knowledge of generally accepted accounting practices for nonprofit organizations
- Proficiency with Microsoft Office suite and QuickBooks
- Superior writing and editing skills with an attention to detail
- Excellent interpersonal communication skills
- Highly organized and attention to detail

This position requires the ability to do one or more of the following throughout the day: sit, stand and work, to lift up to 25 lbs occasionally, do close work with a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally. Employee must pass criminal background check.

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About the Ella Sharp Museum

The Ella Sharp Museum, founded in 1965, offers programs, exhibits, and experiences preserving community history, advancing art appreciation and understanding, connecting children with science and, through the Cell Block 7 Museum, explores Jackson's prison history. Our 10-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, barn and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 38 accredited institutions in the state of Michigan.

How to apply:

Submit cover letter and resume, PDF preferred, via email to:

Diane Gutenkauf, Executive Director,

Ella Sharp Museum,

DianeG@EllaSharp.org