

Title: Business Support / Analyst

Hours: PT (30) hours per week

Reports To: Director of Administration

Classification: Non-exempt

Position Mission

Reporting to the director of administration, this position supports a number of business activities based on the operational needs and the financial reporting requirements of leadership. Daily tasks include cash management and deposit preparation, invoice and accounts-payable oversight, working with Museum partners regarding the smooth functioning of payroll, and other bookkeeping responsibilities.

In addition to the transactional aspects of the business office, the incumbent will help to design, analyze and implement various sets of data reporting processes in support of organizational decision-making. Working with the director of administration, the staff member will establish models of analysis that offer focus and operational direction for business growth and business recovery, as required. This individual will lead the daily, monthly, quarterly and annual financial management function for the Museum, while serving as the primary interface with the museum's outsourced accounting partner for the support their responsibilities offer tax and pre-audit efforts, partnering to reconcile discrepancies, explain and resolve documentation errors and interpreting the business and bookkeeping needs that are assumed by the Museum.

This position also assumes responsibility for recordkeeping oversight of most routine museum purchases such as paper/office supplies, minor equipment (upon request), non-retail products supporting the organization's operations and other business needs requiring in-house attention.

Responsibilities

General

- With the director of administration, build and maintain a business and operational reporting portfolio for use by senior leadership.
- Serve as the scribe and operational support for the Museum with Finance, Audit, Investment and other relevant committees
- Participate in staff meetings, planning team meetings, and other internal committee meetings as requested.
- Based on Museum needs and in partnership with their supervisor (the director of administration), develop and/or enhance existing financial analysis tools, work with, collaborate, and communicate with all members of the staff, Board of Trustees, and volunteers as required for business management purposes.
- Gather, record and retain quality record accounts of Museum business and operational data. Maintain reproducible, accurate financial data that endures audit inquiries and other tests of its validity.
- Provide tactical support and operational advice to in-house budget and P&L processes, including ensuring the integrity of data the organization rests decisions upon.
- Lead, along with the director of administration, the development, tracking and assembly of yearly department budgets.
- Apart from work assigned to the museum's accounting partner, design, analyze and distribute budget and performance data to executive leadership on a scheduled basis.
- Other duties as required and assigned.

Necessary Skills

- Expertise in Quickbooks Online program use (certification required)
- Proficient use of Microsoft 365 suite of software (including Teams), and, in particular, Excel and other business reporting tools
- Meticulous attention to detailed recordkeeping and in all other aspects of collections handling

and management.

- Excellent communication skills, in both written and oral form.
- Exceptional project and time management skills to prioritize multiple projects and deadlines.
- Self-awareness and the ability to assess and recognize one's own strengths and weaknesses, solve detailed operational challenges, and to pursue professional improvement so to continue to grow as part of the organization's own quality improvement initiatives.
- Adaptability to work independently, and under pressure, as well as with other staff members, stakeholders, and the public.

Professional Attributes

- Ability to conduct oneself with the highest standards of decorum, objectivity, and professional integrity in every circumstance that relates to the operations of the Museum or may influence the endeavors or reputation of the Museum. Shows a commitment to serve the public.
- Recognize that personal activities may reflect upon the reputation of the Museum. Shall not misrepresent the mission, objectives, policies, or programs of the Museum.
- Committed to working in a collaborative team environment where the team works together to accomplish the Museum's goals while holding self and others accountable for measurable high-quality, timely, and cost-effective results.
- Honesty and accuracy in handling museum resources, including and other assets.

Preferred Attributes

- The successful candidate will have experience with advanced business bookkeeping techniques, including at least five years working in a financial management/reporting role, ideally for a museum or similar non-profit organization.

Physical Requirements

- Work is performed primarily indoors with occasional outdoor needs/activities, in public spaces and non-public offices and storage areas. Compliance with Museum health and safety-related protocols is required.
- This job operates in a clerical office setting within a museum with both modern and historic architectural elements. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is frequently required to receive oral and written instructions and to clearly communicate in person, over the telephone, through email and through other electronic means. Employee is required to move about the work area, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee may be occasionally required to lift, drag and/or move up to 25 pounds unassisted.
- Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Museum may do so without undue hardship. The term "qualified individual with a disability" means an individual who with or without reasonable accommodation can perform the essential functions of the position.

Disclaimer

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by the Business Services Assistant. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This position is at-will, which means that it can be terminated by the employee holding the position, or by the Museum, at any time, with or without notice or cause.

Signature:

Date: