

# Nicolaysen Art Museum & Discovery Center

## **POSITION TITLE:**

Office Manager

## **REPORTS TO:**

Executive Director

## **JOB BRIEF:**

This position provides administrative support to museum staff in the areas of accounting, personnel, development and general operations including data entry, filing, correspondence, and customer service.

## **ESSENTIAL JOB FUNCTIONS:**

- Sort, distribute and process any incoming mail
- Process deposits; run batch totals and settlement on credit card machine
- Process payables and receivables
- Ensure supplies needed by staff are fully stocked. Secure when necessary
- Serve as point of contact for outside vendors and contractors, as assigned
- Assist with organizing records for annual audit
- Maintain accurate and up-to-date vendor and payable files
- Create and maintain confidential employee files; process employee time sheets
- Generate reports in the areas of development and financials as needed
- Assist with the development and maintenance of policies and procedures manual to include forms, guidelines, and procedures for all functions of the museum
- Prepare copies of reports for board meetings, finance reports, calendars, staff lists, agenda, minutes etc.
- Maintain files and records for Board of Directors, grants, and other museum records and files
- Process museum memberships
- Compile visitor and program attendance reports
- Provide telephone support; answer phones, take messages, provide information to public as needed
- Assist front desk with customer service, admissions, and special events, as needed
- Assist gift shop with sales, customer service, and reports, as directed

## **REQUIRED QUALIFICATIONS:**

- Proficiency in QuickBooks and Microsoft Office applications including Word and Excel
- Exceptional customer service skills; retail sales and/or management experience.
- Experience using cash register; cash handling including opening and closing operations.

## **Nicolaysen Art Museum & Discovery Center**

- Able to lift ten pounds. Ability to work extensively with public. Excellent telephone skills.