

## **MONTSHIRE MUSEUM OF SCIENCE**

**Position Announcement: Administrative Specialist / Bookkeeper**

**Posting date: February 6, 2023**

**Administrative Specialist / Bookkeeper** is a member of the Montshire Museum of Science's central administrative team and provides central bookkeeping and administrative support for the finance and human resources activities, as well as grant-funded projects. Core responsibilities include recording and categorizing daily payments, accounts receivable, accounts payable, payroll processing, assisting with grant submission and contracting activities, and assisting with human resources record-keeping.

*Please note: this is a full-time (37.5 hours/week) non-exempt position that includes full Montshire Museum of Science benefits. Some evening/weekend work and occasional travel is required.*

**Application Instructions**  
**Administrative Specialist / Bookkeeper**  
**at Montshire Museum of Science**

We welcome your application for the position of **Administrative Specialist / Bookkeeper** at the Montshire Museum of Science.

Please review the attached position description and include the following four items with your application:

- 1-page cover letter
- Resume
- 1-2 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)

Please email your application as a Word or PDF file to:

- [Jobs@Montshire.org](mailto:Jobs@Montshire.org) by **March 8, 2023**
- Please do not send your application embedded in the text of an email message.
- All applications received will be reviewed starting Monday, March 13, 2023 and will continue until the position is filled. After you submit your application, we will confirm with you by email that your materials have been received and your application is complete.
- We anticipate a target starting date of late April 2023.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!

**Montshire Museum of Science Job Description  
Administrative Specialist / Bookkeeper**

Posting Date: February 6, 2023

**DEPARTMENT:** Finance

**SUPERVISOR:** Director of Finance and Human Resources

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**RESPONSIBILITIES**

**Finance and HR (75%)**

Bookkeeping. Prepare daily register setups; record and categorize all daily payments; create, send and track accounts receivable invoices and process accounts payable expenses and payments.

Payroll Processing. Maintain payroll processing portal, submission and reconciliation of payroll for Montshire staff.

Audit assistance. Assist with annual audit preparation and coordination, as needed.

Human Resource Support – Assists with maintaining HR record-keeping and benefit enrollments/renewals; coordinates background checks; tracks annual review schedules for staff; assists with tracking applications for employment; assists scheduling interviews for job candidates and on boarding processes, as needed.

**Support for Grant-funded Projects (25%)**

Grant submission, contracting and acceptance. Assist with submission of grants, as needed. Assists with grant acceptance process. Helps to coordinate contracting with subawardees.

Grant tracking and invoicing. Assists grant project manager with tracking budgets and staff time on grants to help ensure timely invoicing and payments with project partners, subawardees and subcontractors.

Maintenance of Grant Files. Assists grant project manager by maintaining contact information for grant funders and project partners; tracks grant application and reporting deadlines.

### **SUPERVISION OF OTHERS**

None.

### **KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS**

- 3+ years bookkeeping experience, including payables, receivables and processing payroll.
- Strong computer skills required (Microsoft office, internet, email, databases); QuickBooks experience strongly preferred.
- Experience developing, tracking and reporting on project budgets strongly preferred.
- Prior experience supporting administration of grants desired, but not required.
- Well-organized and detail-oriented (as evident in electronic and hard copy filing, physical work space, and time management)
- Excellent judgment with the ability to handle confidential information appropriately
- Excellent written and oral communications skills; articulate and proactive communications
- Excellent time-management skills required, with ability to stay focused and organized and on track in the face of multiple projects and deadlines.
- Growth mindset – appropriately inquisitive, able to follow instructions and receive feedback; show strong initiative and be flexible
- Collaborative, communicative and generous team-player

### **WORKING CONDITIONS**

Congenial and fast-paced non-profit office environment. Must be able to work on many projects simultaneously, with frequent interruptions.

### **TIME COMMITMENT**

Full-time hourly position (37.5 hours/week).

### **SALARY AND BENEFITS**

Starting wage: \$23-25 per hour, depending on experience. Includes full Montshire benefits.

**The Montshire Museum of Science is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.**