

The St. Joseph Museums, Inc. is looking for a Financial Services Administrator dedicated to accuracy with attention to detail. The candidate must work well autonomously and have strong interpersonal and customer service skills. The Financial Services Administrator is responsible for maintaining accurate, detailed records and filings for all income, payables, payroll, financial reports, memberships, and other records to provide an account of the non-profit organization to the Board of Trustees and for the yearly audit review. The candidate works with staff to ensure proper procedures are in place to promote transparency in all aspects of the non-profit organization. Emphasis will be placed on updating and digitizing systems to streamline processes and procedures.

Base salary \$40,000. (Negotiable based upon experience). Benefits include health, vision, dental, and life. Paid vacation and sick leave.

Email cover letter and resume to Sara Wilson at sara@stjosephmuseum.org.

Duties:

- Payroll- Prepare bi-monthly payroll, health insurance, and retirement plan, record employee vacation and sick leave, and update employee files.
- Payables & Deposits- Prepare deposits as needed, monitoring bank and investment accounts, tracking, and preparing purchase orders, invoices, credit cards, Clover, Stripe, DonorView, making payments, and filing.
- Financial Reports & Budget- Prepare monthly financial reports with detailed explanations for each account for the Board Treasurer, Board of Trustees, and Museum Oversight Board, and assist the Director with preparing the budget.
- Personnel-Maintain personnel files, including new and past employees. Prepare employee packets for new employees and updates for health insurance, LAGERS retirement program, Aflac, etc. Work with the City of St. Joseph on the Health, Dental, and Vision Insurance as well as the LAGERS retirement program.
- Work with the Membership Coordinator to monitor and build Membership/Donations/Gifts-In-Kind- Mailing reminder letters for memberships, keeping records and filing, mailing thank you letters for membership, donations, and gifts-in-kind, monitoring designated donations and grants with thorough record keeping, maintain data in Membership/Volunteer database DonorView for contribution purposes, and mail yearly contribution letters.
- Other Duties- Include keeping files updated for equipment, events, daily attendance and admission and gift shop sales. Fill in as needed in the Admission/Gift Shop area, make available the proper dollar and change amounts for the drawers, keeping all corporation files and information organized and updated, purchase and maintain inventory from various vendors to maintain daily operations, responsible for incoming and outgoing mail.

- Records- Keep all corporate filings current, posting all committee meetings in concurrence with Sunshine Law, keeping trustees informed of meetings, recording minutes of trustee meetings, and responding to all Sunshine requests.
- Audit Review & 990 and 990T- Prepare all financial information and material for auditors for all aspects of the St. Joseph Museums, Inc., daily, monthly, and yearly basis by keeping an accurate and detailed filing system, maintain a monthly log for all employees for the 990 and 990T report to make available to the auditors.

Duties-

Payroll-Bi-weekly, Health Insurance, LAGERS, etc.

- Working with City Human Resources
- Accounting Firm
- Staff

Payables & Deposits

Financial Reports & Budget

Membership/Volunteer Database Entry- (includes reminder and thank you letters)

- Memberships
- Donations
- Gifts-In-Kind
- Contribution Letters

Records-

- Committee Meetings
- Notices and Minutes
- Emailed to City Clerk
- Sunshine Requests
- Filing
- Organize and maintain old records in storage

Audit Review & 990 and 990T

Order Supplies for Office, Kitchen, Cleaning Supplies

City Invoices for Reimbursement

- Working with the City Accounting Supervisor
- Museum Oversight Board

And any other duties as assigned.