



The
Brinton
Museum

Job opening: Bookkeeper/Administrative Assistant

The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.



POSITION SUMMARY: The Bookkeeper/Administrative Assistant performs a variety of administrative and clerical tasks that provide support to The Brinton Museum operations and team members. This position is responsible for performing daily accounting tasks, assisting with basic Human Resource duties like new hire documents, compliance, and data entry; and assisting in daily administrative activities.

ESSENTIAL DUTIES AND FUNCTIONS:

- Performs account receivable functions including invoicing, processing incoming payments, and recording revenue transactions
- Performs account payable functions including coding and entering bills for payment, printing checks and paying credit card statements
- Ensures timesheets are submitted for payroll processing
- Reviews bank deposits prepared by other staff, takes deposits to the bank, and records deposits in accounting software
- Oversees petty cash and ensures sufficient cash is on hand for Museum Store and Bistro operations
- Keeps customer and vendor files and information up to date
- Assists Receptionist with answering and directing incoming phone calls when they are unable to do so
- Assists Business Operations Manager with Human Resource functions, such as new hire paperwork, compliance, and data entry
- Assists Business Operations Manager with administering Google Suite for the workplace
- Coordinates purchasing of new software and hardware with Business Operations Manager, as well as purging old hardware
- Assists Business Operations Manager with administering company credit cards, including requesting, canceling, increasing, and handling issues that may arise
- Maintains office supplies and ensures an adequate inventory to meet museum needs
- Delivers mail to and collects mail from the post office
- Performs all other related duties as assigned by management. *

WORK SCHEDULE

- Monday to Friday
- Eight hours a day; employee can set hours between 7am and 6pm

DESIRED EDUCATION AND EXPERIENCE:

- Associate's Degree with preference of Bachelor's Degree in business, accounting, math or economics
- Previous bookkeeping experience
- Previous administrative assistant experience preferred

QUALIFICATIONS AND SKILLS:

- Proficient in QuickBooks Online accounting software
- Proficient in Microsoft Word and Excel
- Exceptional organization skills
- Excellent data entry skills
- Excellent oral and written communication skills
- High degree of accuracy and attention to detail

COMPENSATION AND BENEFITS:

\$40,000 to \$45,000 based on qualifications. 401(k) plan with 4.5% matching from employer, employee discount, health insurance, and paid time off.

***Qualified candidates please email cover letter and resume to
receptionist@thebrintonmuseum.org***

To learn more about The Brinton Museum go to thebrintonmuseum.org