Title	**Bookkeeper/Office Coordinator**
Summary	Bergstrom-Mahler Museum of Glass demonstrates core values that align with our mission to serve our visitors with warm friendly relationships, excellence, competence and integrity among others. This position is an integral internal role demanding high integrity, responsibility, excellence, competence and confidentiality, as well as the ability to work in a congenial and professional manner across the museum platform. The responsibilities include but are not limited to performing museum financial functions including accounts receivable and payable, payroll, general ledger account reconciliations, cash handling, financial report preparation, annual budget preparation, tracking grant and project expenses, managing bank accounts, and annual audit preparation and management. Other duties include employee benefits administration, various human resource functions, data input and assistance with all fundraising events.
FLSA Status	Hourly, Part time up to 20 hours/week, some weekends
Relationships	**Reports to**: Assistant Director and Executive Director **Works with Internal**: All Museum staff-Visitor Services, Marketing, Museum Shop, Development, Business, Education, Volunteers, Collections and Exhibitions, Museum Members, Donors, Collectors, Treasurer **Works with External**: banking institutions, vendors, auditors, financial institutions, foundations, other
Job Duties	**Financial** • Responsible for recording and reconciliation of all financial account transactions to QuickBooks including A/R, A/P, payroll. • Coordinates membership records and retail bookkeeping with appropriate staff. • Prepares monthly, quarterly, and yearly financial reports • Files and pays monthly WI sales tax. • Handles cash during fundraising events, records membership and payments in Donor Snap. • Processes and reconciles credit card transactions. • Gathers and Records all revenue including cash, checks, credit card, PayPal, Square, and Shopify. • Prepares monthly payroll and files quarterly payroll reports. • Reconciles endowment fund statements. • Processes all year-end reporting including forms W-2, 1099, WT-7, retirement plan census • Prepares for and manages annual audit. **HR/Insurances/benefits** • Assists in human resource management and benefits administration. • Facilitates background checks and drug testing. • Processes new hire paperwork. • Reviews Personnel Policy for updates, ensures adherence to Personnel Policy. • Maintains personnel files, museum confidential and management files. • Recommends new cost effective measures and development of strategies. • Coordinates annual insurance policy renewals. **Office Coordination** • Orders and maintains office machines, supplies, contracted equipment. • Assists with IT needs and troubleshooting.
Essential Skills	• College Degree in Business, accounting preferred or relevant field. • Three or more years in an accounting or financial role. • Excellent interpersonal skills. Exceptional confidentiality and trustworthiness. • Excellent financial skills and expert in QuickBooks, willingness to learn other databases. • Excellent computer skills with proficiency in a variety of programs, especially Microsoft Excel. • Strong organization and analytical skills, self-sufficient. • Excellent verbal and written communication skills. • Comfortable working with volunteers and a supportive team member.
Non-essential Skills	**Personal** • Possess a high degree of personal integrity and confidentiality. Ability to work professionally and effectively with all internal and external relationships. • Communicates effectively in both oral and written form internal and external. **Mathematical Ability:** • Conscientious with attention to detail in the ability to handle and reconcile monetary transactions. • Ability to add, subtract, multiply and divide. **Certificates, Licenses, Registrations:** • Must possess a valid driver's license.

	• Bonding and insurability requirements per the museum's policies and museum's insurance.
Authority	No direct reports.
Environment & Working Conditions	Bergstrom-Mahler Museum of Glass is an equal opportunity employer professionally accredited museum by AAM. Staff collaboration is part of the culture. While performing the duties of this job, the employee is required to move throughout the building and operate a variety of office equipment. Specific vision abilities require close vision, color vision and ability to adjust focus.
Position Measurements	• Accuracy, thoroughness and attention to detail • Timeliness and ability to meet deadlines • Ability to communicate and work well with others • Ability to generate necessary reports and documentation • Self-directed, disciplined, confidential and operates with high integrity
Date Created:	6/19/2018, revised 7/7/2020
Apply	Open until filled: Send all inquiries with a cover letter, cv/resume and three references to John Timmer, Assistant Director, timmer@bmmglass.com