

Title	Business Coordinator
Summary	<p>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, and assistance with all fundraising events.</p>
FLSA Status	Hourly, Part time up to 24 hours/week
Relationships	<p>Reports to: Business Director and Executive Director</p> <p>Works with Internal: All Museum staff-Visitor Services, Marketing, Museum Shop, Development, Business, Education, Volunteers, Collections and Exhibitions, Museum Members, Donors, Collectors, Museum Treasure and Museum Board Chair</p> <p>Works with External: banking institutions, vendors, auditors, financial institutions, foundations, other relationships as necessary.</p>
Job Duties	<p>Financial</p> <ul style="list-style-type: none"> Records all financial transactions to QuickBooks including A/R, A/P, payroll, and bank account reconciliations. Coordinates retail bookkeeping with Shop Manager, calculates monthly cost of goods sold expense, prepares monthly shop profit and loss reports, pays shop artists quarterly for work sold. Prepares monthly, quarterly, and yearly financial reports for Senior Management, Board of Directors, and auditor. Files and pays monthly WI sales tax. Handles cash during fundraising events. Processes and reconciles credit card transactions. Records revenue from various channels to include cash, checks, credit card, PayPal, Square, and Shopify. Files quarterly payroll reports. Reconciles endowment fund statements. Processes all year-end reporting including forms W-2, 1099, WT-7, retirement plan census, worker's comp audit. Prepares for and manages annual audit. <p>HR/Insurances/benefits</p> <ul style="list-style-type: none"> Assists in human resource management and benefits administration. 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.
Essential Skills	<ul style="list-style-type: none"> College Degree in Business, accounting or relevant field. Three or more years in an accounting or financial role. Excellent interpersonal skills. Excellent financial skills and proficiency in QuickBooks. Excellent computer skills with proficiency in a variety of programs, especially Microsoft Excel. Strong organization and analytical skills, self-sufficient. Exceptional confidentiality and trustworthiness.

	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Comfortable working with volunteers. • Supportive team member.
Non-essential Skills	<p>Personal</p> <ul style="list-style-type: none"> • 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 across the museum platform internal and external. <p>Mathematical Ability:</p> <ul style="list-style-type: none"> • Conscientious with attention to detail in the ability to handle and reconcile monetary transactions. • Ability to add, subtract, multiply and divide. <p>Certificates, Licenses, Registrations:</p> <ul style="list-style-type: none"> • Must possess a valid driver's license. • Bonding and insurability requirements per the museum's policies and the museum's insurance carrier(s).
Authority	No direct reports.
Environment & Working Conditions	Bergstrom-Mahler Museum of Glass is an equal opportunity employer accredited by AAM within a professional museum environment and community. Collaborative participation in staff meetings and functions is required. While performing the duties of this job, the employee is required to move throughout the building; climb some stairs; and perform semi-skilled movements such as operation of a computer keyboard, telephone, typewriter, calculator, paper cutter, and other office equipment. Specific vision abilities require close vision, color vision and ability to adjust focus.
Position Measurements	<ul style="list-style-type: none"> • 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:	1/19/2018
Apply	Open until filled: Send all inquiries with a cover letter, cv/resume and three references to Jan Mirenda Smith, Executive Director, smith@bmmglass.com . Bergstrom-Mahler Museum of Glass is an equal opportunity employer.