Wilson Museum

Building on the legacy of its founding family, the Wilson Museum uses its diverse collection and resources to provide learning experiences to stimulate exploration of the history and cultures of the Penobscot Bay region and world.

Office Manager

Summary:
The Office Manager plays a key role in the administrative, advancement, and programmatic work of the Wilson Museum. Their responsibilities include office management, human resources, bookkeeping and financial reporting, facilities rentals, and advancement and communications support. The Office Manager reports to the Executive Director.

Compensation:
This is a full-time, salaried position, year-round, offering health insurance, paid vacation and holidays, and paid sick time. Starting pay $40,000 to $45,000 depending on experience.

Applications:
Please provide a resume and cover letter, emailed to director@wilsonmuseum.org or mailed to Wilson Museum, PO Box 196, Castine, ME 04421. No phone calls please.

Duties include:

Office Management
- Order supplies for entire Museum Campus
- Attend and record minutes of meetings as directed by the Executive Director
- Complete forms and questionnaires as requested or required from outside agencies including but not limited to: Charitable Organization Registrations, State of ME Annual Report Filing, etc.
- Collaborate with S.J Rollins on tech systems management
- Lead staff member for facilities rentals

Human Resources
- Gather and file appropriate paperwork for new hires
- Maintain employee records according to policy and legal requirements
- Process and track payroll
- Support the development and implementation of HR initiatives and processes
- Be actively involved in recruitment by preparing job descriptions, posting ads, and assisting in the hiring process

Financial
- Maintain an accurate record of all financial transactions
- Process accounts payable/receivable
- Make bank deposits, and post transactions to appropriate accounts
- Initiate reports and oversee the tracking of admissions, sales, sales tax, sales inventory.

Building lifelong, multi-generational relationships by honoring the past, embracing the present, and shaping the future.
• Initiate financial reporting of all areas of operations: produce weekly, monthly, year-end financial reports
• Assist in developing and implementing the operating and capital expenditure budgets, maintain various budget worksheets.
• Assist in preparing information for accountant for annual review/audit and tax returns
• Assist in periodic reviews of procedures/policies to strengthen internal control.

Advancement and Programs
• Maintain/review/update constituent data in donor database
• Oversee printing and mailing of appeal letters; acknowledge by letter all donations and memberships
• Assist in the creation of the e-newsletter, bulletin, website updates, and social media in collaboration with the staff team

Organizational Relationships
• The Office Manager reports to the Executive Director
• In the temporary absence of the Executive Director, the Office Manager will oversee the daily operations of the staff, keeping the Executive Director informed as directed.
• The Office Manager may also serve on various staff teams.

Education and Experience
• Degree or equivalent experience in accounting, administration, or finance preferred
• Experience in nonprofit administration and finance desired

Professional Expectations
• Proficiency in Microsoft Office, QuickBooks, Little Green Light, and Adobe Creative Suite desired
• High level of organization skills and attention to detail
• Follow evolving best practices in museum and nonprofit work with attention to diversity, equity, inclusion, and accessibility.
• Maintain appropriate confidentiality of information
Job posting text:

Office Manager

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For a complete job description email director@wilsonmuseum.org or visit www.wilsonmuseum.org. No phone calls, please.