

Please send resume and cover letter to 1220 Sherman Avenue, North Bend, OR 97459, fax (541)756-6320, or e-mail to ccollections@verizon.net

Applications will be reviewed as received and will be accepted through April 7th, 2010.

BOOKKEEPER/OFFICE MANAGER

The Coos Historical & Maritime Museum, operated by the 116-year-old Coos County Historical Society, addresses the history of the Coos region (roughly equivalent to Coos County). Its collections include more than 40,000 artifacts and more than 200,000 historic photographs. The museum is presently engaged in a major capital campaign to raise funds for a new museum facility to be built on the Coos Bay waterfront.

The museum is dedicated to providing excellent informational and educational services to, and serving as a resource for, a wide array of individuals, including families, schoolchildren, out-of-town visitors, scholars, authors, and amateur and professional researchers. Exceptional courtesy to, and appropriate acknowledgement of, all museum members, users and donors is a top priority.

This position is supervised by the Executive Director, and ensures the maintenance of accurate and complete financial records with limited office management responsibilities. Other staff includes an Executive Director, Executive Assistant, Collections Manager, and Research Assistant. A large number of regular volunteers also assist with a variety of museum tasks, primarily associated with collections management.

COMPENSATION: \$9.50/hour to start, 8-16 hours/week

DUTIES

Financial Records 70%:

Count and check daily income; record all income including grants and petty cash; separately track campaign donations; pay bills and payroll including monthly state and federal payroll taxes (obtain approval, prepare check from appropriate account, obtain signatures, mail); maintain bill and receipt files; deposit all income and reconcile bank statements; prepare quarterly payroll reports, annual workman's compensation report, W-2 forms and 1099s (assisted by treasurer); assist treasurer with preparation for yearly audit, maintain records of projects, apply payments against grants as directed.

Member and Donor Records 25%:

Keep all member and donor lists current; prepare and send renewals and follow-ups; send "thank yous"; coordinate donor records & "thank yous" with executive assistant; contact members/donors as needed to clarify ambiguous payments.

Other 5%:

Maintain office supplies; very occasionally assist visitors at front desk; misc. other office tasks as assigned.

MINIMUM QUALIFICATIONS:

At least five years' experience in office bookkeeping; an accounting background is a plus; computer literate (must be proficient in QuickBooks Payroll and MS Office); professional manner and appearance; experience working with the general public, including excellent public contact skills; ability to work closely with other staff; service orientation.

Experience with grant management is desirable but not required.