

## JOB DESCRIPTION

### **ADMINISTRATIVE ASSISTANT/BOOKKEEPER** **North Star Museum of Boy Scouting and Girl Scouting** **North St. Paul, Minnesota**

**Part Time (Approximately 20 Hours per Week)**

#### **Description of the North Star Museum**

The museum is located in a former Ramsey County library building on the east end of Seventh Ave (the main street) of North St. Paul. It is a small non-profit, largely run by volunteers and is an independent non-profit corporation. It contains exhibits representing the history of both the Boy Scouts and Girl Scouts plus a collection of over 100,000 items stored both in the museum and in a nearby warehouse. The exhibits contained in the main building represent the histories of these two youth organizations. The museum is open primarily by appointment for tours, but available for rent to the public as an event or meeting space.

#### **Primary Description of the Position**

The person in this position would have the responsibility for maintaining the financial records of the museum, recording donor information, handling the phone, incoming/outgoing post mail and email communication for the museum. Occasionally outgoing mail will include bulk mailings of up to 400 pieces. This position is a part time position averaging between 20 and 25 hours per week.

#### **Reports to**

The Interim Executive Director (for operations tasks) and the Board Chair (for finance and fundraising tasks)

#### **Accountabilities of the Person in the Position**

- Entering and preparing financial reports from Quickbooks of both accounts receivable and accounts payable. Ensuring that all financial transactions are appropriately documented. Preparing bank deposits.
- Entering data and preparing reports in the eTapestry donor records system. Using those donor records to prepare mailings and end of year tax reports for donors.
- Answering telephone and email messages from general public, Scouting youth, Girl Scouting youth, and parents regarding event registrations or directions.
- Working with the operating team of volunteers to see that phone, mail, and building maintenance issues reach the right person.

#### **Time, Location, Pay Range**

Ideally, the person in this job would work at the museum Tuesday through Friday for five hours per day. However, parts of it can also be done remotely by negotiation with museum supervisors. Work averages 20-25 hours per week with pay range from \$17 to \$20 per hour depending on skill and experience.

**Requirements**

- This position requires someone who likes detail and being accurate.
- Requires at least moderate skill and comfort with computer programs like Quickbooks, eTapestry (Blackbaud), and Microsoft Word and Excel (or similar programs).
- There is no lifting required for this job.
- Must be a self-starter and able to work independently
- If working from remotely, should have home internet connection and working, up-to-date computer or laptop.
- Requires two or more years of office, clerical, or customer service experience.