

Position Description

Title: Operations Assistant
Division: Finance & Operations
Classification: Salaried Exempt/Regular Full-time
Reports To: Director of Finance & Operations
Supervises: N/A

High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historic collections.

Job Summary – Operations Assistant

Under the immediate supervision of the Director of Finance and Operations, and following prescribed departmental, office and Museum procedures, the Operations Assistant is responsible for providing support for all operational and business service functions. This includes, but is not limited to, accounting responsibilities and backup; IT backup; support for the gift store, café, admissions, and events; and direct assistance and support to the Director of Finance & Operations.

This is a full-time salaried position with great benefits including medical, dental, and vision insurance; 403(b) with employer match; paid vacation, sick pay, and holidays; museum membership; and more. The typical workweek is M-F, 8:00 am-5:00 pm, with some evening and weekend work required.

The ideal candidate will be able to work well in a fast-paced environment, handling a variety of detail-oriented tasks with a positive attitude and professionalism. This is a new position that provides a unique opportunity for a motivated, resourceful, and energetic individual to be part of our growing organization.

Minimum Qualifications

- High School diploma required
- Minimum of 2 years college level accounting coursework required
- Minimum of 3 years experience working in a similar role with accounting and/or administrative responsibilities
- Proficiency with MS Excel essential, plus capacity to learn new software

- Prior experience working with accounting processes: accounts payable, cash handling, accounts receivable, journal entries, etc.
- Computer savvy with a moderate understanding of computer hardware and their operations, and a reasonable comfort level with trouble-shooting minor computer issues
- Desire and ability to create and maintain excellent working relationships and provide outstanding customer service to coworkers, the public, and other professional contacts
- Capacity to manage multiple projects simultaneously, make independent decisions as needed, and to prioritize time effectively
- Must possess ability to stay calm under pressure, to work collaboratively within and across teams and to maintain complete confidentiality
- Excellent verbal and written communication skills
- Must be well-organized, detail-oriented, and provide a high level of accuracy in all work
- Demonstrate a history of reliability and dependability in prior employment
- Possession of a valid driver's license, good driving record and automobile liability insurance
- Willingness and ability to procure a food handlers card and OLCC servers permit (at Museum's expense)

Responsibilities and Tasks

1. Perform a wide variety of office and museum-related support tasks
2. This position will support all functions of the accounting office including, but not limited to, processing daily deposits, invoices, ledger and bank reconciliations, membership renewals and payments, journal entries, etc.
3. Manage all phases of the accounts receivable process including invoicing customers, processing payments, and following up on past due payments
4. Assist retail centers-admissions, gift store and café as needed
5. Support internal and external events and programs which can require the need to work some evenings and/or weekends
6. Support IT Coordinator as needed to replace monitors and other peripherals, trouble-shoot computer issues such printing and copying problems, POS systems, etc.
7. Provide support for receptionist's vacations-process outgoing mail, answer general information emails, respond to telephone messages
8. May need to occasionally run errands to bank, post office, etc.
9. Work with outside IT partner to coordinate support of higher level IT needs of the organization
10. Keep immediate superior promptly and fully informed of all problems or unusual matters of significance, and takes prompt corrective action where necessary or suggests alternative courses of action.

This position description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other work-related duties requested by his/her supervisor.

Please send resume & cover letter to the High Desert Museum,
attention Shannon Campbell.

jobs@highdesertmuseum.org

<http://highdesertmuseum.org/job-opportunities>

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Mission

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.