

## Position Description

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Title: Accounting & 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 – Accounting and Operations Assistant*

Under the immediate supervision of the Director of Finance and Operations, and following prescribed departmental, office and Museum procedures, the Accounting and Operations Assistant is responsible for providing support for all finance and operational roles. 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 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 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, bank reconciliations, etc.
- Must be well-organized, detail-oriented, and provide a high level of accuracy in all work
- 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
- Demonstrate a history of reliability and dependability in prior employment
- Possession of a valid driver's license, good driving record and automobile liability insurance required
- Willingness and ability to procure a food handlers card and OLCC servers permit (at Museum's expense)

#### *Preferred Experience and Skills*

- Bachelor's degree in Accounting
- Budgeting experience
- Fund accounting experience
- Knowledge of grant management and accounting
- Cash handling and retail accounting or management experience

#### *Responsibilities and Tasks*

1. This position will support all functions of the accounting office including, but not limited to, processing daily deposits, accounts payable, membership renewals and payments, journal entries, etc.
2. Manage all phases of the accounts receivable process including invoicing customers, processing payments, and following up on past due payments
3. Oversee reconciliation of multiple bank accounts
4. Participate in budgeting process and fixed asset management
5. Assist retail centers-admissions, gift store and café as needed
6. Support internal and external events and programs which can require the need to work some evenings and/or weekends
7. Support IT Coordinator as needed to replace monitors and other peripherals, trouble-shoot computer issues such printing and copying problems, POS systems, etc.
8. Perform a wide variety of additional office and museum-related support tasks as needed
9. May need to occasionally run errands to bank, post office, etc.

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](mailto: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.