

Position Description

Title: Assistant Director of Finance & Operations
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 & Operations, and following prescribed departmental and Museum procedures, the Assistant Director of Finance & Operations is responsible for providing support for all Finance and Operation roles. This includes, but is not limited to, all 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 occasional 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 talented, resourceful, and motivated individual to be part of our growing organization.

Minimum Qualifications

- **Bachelor's Degree in accounting required**
- Minimum of 3 years practical hands-on accounting experience, preferably in a non-profit setting with progressively higher levels of responsibility
- Proficiency with MS Excel is essential, plus experience with, and capacity to learn, additional accounting and finance software applications
- Possess working knowledge of GAAP and FASB

- Prior experience working with accounting processes: accounts payable, cash handling, accounts receivable, journal entries, bank reconciliations, GL reconciliation, etc.
- Must be a strategic/analytical/critical thinker, collaborative, well-organized, highly 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 at all times
- Excellent verbal and written communication skills are essential
- Appropriate business casual attire is required
- 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

Preferred Experience and Skills

- Prior experience with budgeting process
- Practical experience with Fund Accounting
- Knowledge of grant management and accounting
- Cash handling and retail accounting or management experience
- Ability to operate a 10-key by touch
- Experience with capital campaigns

Responsibilities and Tasks

1. 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 accounts
3. Oversee reconciliation of multiple bank accounts
4. Assist with annual audit process, including preparation of schedules and reports
5. Maintain prepaid and deferred revenue ledgers
6. Assist with preparing grant expense reports
7. Oversee Café, Store, and Events inventory and COGS
8. Participate in budgeting process and fixed asset management
9. Assist Director in creating and administering accounting policies, procedures, and internal controls
10. Occasionally support internal and external events and programs which can require the need to work some evenings and/or weekends

11. Perform a wide variety of additional office and museum-related support tasks as needed
12. Assist retail centers-admissions, gift store and café as needed
13. Must be able to lift up to 50 pounds and stand for long periods of time

This position description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Director will be required to follow any other instructions and to perform any other work-related duties requested by their 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.