

JOB DESCRIPTION

HIGH DESERT MUSEUM

JOB TITLE:	Accounting Administration	DIRECT SUPPORTS:	Controller and Accounting Associate
DEPARTMENT:	Accounting	DIRECTLY SUPPORTS:	Museum Staff

JOB SUMMARY

The Accounting Administration Volunteer is responsible for processing outgoing mail, checking the reception area phone messages, forwarding info@highdesertmuseum emails, and monitoring office supplies. Volunteer shifts are available Monday – Friday afternoons.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

40%	Processing Mail <ul style="list-style-type: none">• Distributes incoming mail and packages• Uses postage meter to add correct postage to outgoing mail
40%	Forwarding Museum voicemails and emails <ul style="list-style-type: none">• Check the main voicemail and forward to appropriate staff members• Check the info@highdesertmuseum.org email and forward to appropriate staff members
15%	Maintaining Office Supplies <ul style="list-style-type: none">• Inventory office supplies for reordering• Assist the Accounting Associate to create a Kanban card office supply reordering system
5%	Additional Duties <ul style="list-style-type: none">• Assist the Accounting Department with filing and other office work• Contribute to and support the Museum's Accreditations• Assist with museum-wide events, such as Free Days, fundraising gala, etc.• Other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS	<ul style="list-style-type: none">• Complete Volunteer Orientation• Pass a background check
EXPERIENCE	<ul style="list-style-type: none">• Previous office experience is helpful
PHYSICAL ELEMENTS	<ul style="list-style-type: none">• Requires standing, sitting and walking
EQUIPMENT USE	<ul style="list-style-type: none">• Postage meter• Voice messaging system• Computer• Radio

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Volunteer Name

Signature

Date