

MONTSHIRE MUSEUM OF SCIENCE

Position Announcement: Finance & Grants Assistant

Posting date: February 12, 2024

The Montshire Museum of Science is seeking a **Finance & Grants Assistant** to be a member of the Montshire Museum of Science's central administrative team and to provide bookkeeping and administrative support for finance and human resources activities, as well as grant-funded projects. Core responsibilities include recording and categorizing daily payments, accounts receivable, accounts payable, payroll processing, and assisting with grant submission and contracting activities. Will also assist with human resources record-keeping.

Please note: this is a full-time (37.5 hours/week) non-exempt position that includes full Montshire Museum of Science benefits. Some evening/weekend work and occasional travel is required.

Application Instructions
Finance & Grants Assistant
at Montshire Museum of Science

We welcome your application for the position of **Finance & Grants Assistant** at the Montshire Museum of Science.

Please review the attached position description and include the following four items with your application:

- 1-page cover letter
- Resume
- 1-2 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)

Please email your application as a Word or PDF file to:

- Jobs@Montshire.org by or before **March 12, 2024**.
- Please do not send your application embedded in the text of an email message.
- After you submit your application, we will confirm with you by email that your materials have been received and your application is complete.
- Review of applications will begin upon receipt and will continue until a hire is made.
- We anticipate a target starting date of early April 2024.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!

Montshire Museum of Science Job Description
Finance & Grants Assistant

Posting Date: February 12, 2024

DEPARTMENT: Finance

SUPERVISOR: Director of Finance and Human Resources

The **Finance & Grants Assistant** is a member of the Montshire Museum of Science's central administrative team and provides bookkeeping and administrative support for finance and human resources activities, as well as for grant-funded projects. Core responsibilities include recording and categorizing daily payments, accounts receivable, accounts payable, payroll processing, and assisting with grant submission and contracting activities. Will also assist with select human resources record-keeping.

RESPONSIBILITIES

Finance / Bookkeeping (65%)

Bookkeeping. Prepare daily register setups; record and categorize all daily payments; create, send and track accounts receivable invoices and process accounts payable expenses and payments.

Payroll Processing. Maintain payroll processing portal, submission and reconciliation of payroll for Montshire staff.

Audit Assistance. Assist with annual audit preparation and coordination, as needed.

Support for Grant-funded Projects (25%)

Grant submission, contracting and acceptance. Assist Grant Projects Manager with submission and contracting of grants, as needed. Helps to coordinate contracting with subawardees.

Grant tracking and invoicing. Assist Grant Projects Manager with tracking budgets, staff time, evaluations, and other deliverables on grants to help ensure timely invoicing and payments with project partners, subawardees and subcontractors.

Maintenance of Grant Files. Assist Grant Projects Manager by maintaining contact information for grant funders and project partners; tracks grant application and reporting deadlines.

Human Resources (10%)

Human Resource Support – Assist with maintaining select HR records, including new hire paperwork, benefit enrollments/renewals, and tracking annual review schedules for staff. Coordinate background checks on new staff and volunteers.

SUPERVISION OF OTHERS

None.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Bookkeeping experience/knowledge, including payables, receivables and processing payroll required.
- Strong general computer skills required (Microsoft office, including Word & Excel, Google Docs, Google Sheets, internet, email, databases); QuickBooks experience strongly preferred.
- Experience developing, tracking and reporting on project budgets
- Prior experience supporting administration of grants desired, but not required.
- Well-organized and detail-oriented (as evident in electronic and hard copy filing, organization of physical work space, and time management)
- Excellent judgment with the ability to handle confidential information appropriately
- Excellent written and oral communications skills; articulate, sensitive and proactive communications
- Punctual and reliable work attendance
- Excellent time-management skills required, with ability to stay focused and organized and on track in the face of multiple projects and deadlines.
- Growth mindset – appropriately inquisitive, able to follow instructions and receive feedback; show strong initiative and be flexible
- Collaborative, communicative and generous team-player

WORKING CONDITIONS

- Congenial and fast-paced non-profit office environment. Must be able to work on many projects simultaneously, amid frequent interruptions.
- Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19.

TIME COMMITMENT

- Full-time, hourly position (37.5 hours/week). Non-exempt position
- General schedule: Monday-Friday 8:30am-4:30pm
- Rare occasion of weekends or evening hours

SALARY AND BENEFITS

Starting wage: \$23-25 per hour, depending on experience. Full Montshire benefits, including health insurance, 403(b) retirement savings, paid sick leave & vacation, life insurance, and short-term & long-term disability insurance.

The Montshire Museum of Science is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.