

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

Historic St. Mary's City seeks a Finance Assistant working under the Director of Business Enterprises.

Job Summary: Reporting to the Director of Business Administration, the Finance Assistant is a valuable member of the Museum's administration team. He/she is responsible for assisting the Finance Director and the Director of Business Enterprises with financial duties related operations, fundraising, and personnel. Specific duties include recording and retrieving financial entries from the financial database; reconciling account balances; preparing invoices and receipts; maintaining the payroll, checking and correcting the accounting computations; running reports and performing other routine accounting activities. The Finance Assistant may also be in charge of other administrative tasks, such as setting up appointments and directing calls that are not necessarily related to finance.

Responsibilities and Duties include but not limited to:

Procurement

- Purchase office, computer and other supplies as requested
- Issue purchase orders using State of Maryland CARS system
- Assists in preparing Requests of Qualifications (RFQ), Invitation for Bid (IFB), and Request for Proposal (RFP) for service contracts on equipment etc.
- Purchase mobile phone and its services

Finance: Operations

- Works closely with Director of Finance to:
 - Coordinate the preparation and/or presentation of information related to Commission financial statements and other analysis.
 - Prepare annual budget for submission to the State.
 - Maintain accounts for Working Fund and Petty Cash Fund
 - Maintains and files all of agency's financial records
 - Coordinates with Director of Development regarding transactions between the Commission and HSMC Foundation, a 501 (c)(3) organization
 - Reconciles revenues (Admissions, Gift Shop Sales, Housing Rental, Site & Equipment Rental) and expenditures by monthly against financial system records.
 - Reviews and verifies credit cardholder's log sheets with their statements and submit to SMCM Accounts Payable Office

Human Resources:

P.O. BOX 39, ST. MARY'S CITY, MARYLAND 20686

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- Assists with administration of personnel and payroll data
 - Process bi-weekly payroll data
 - Create timesheets as necessary
 - Provide and process paperwork for new hires, accident reports, etc.

Administration:

- Assist as necessary with daily office duties
- Assist with planning of board meetings, events and conferences

Desired attributes:

- Appreciation for the research and educational mission of the Museum
- Attention to detail
- Ability to work independently and without continual oversight
- Sound business judgment and managerial acumen to serve the organization in all kinds of situations and circumstances

Education and Experience: A Bachelor's degree in Accounting, Business or Non-Profit Administration or related field. Computer literacy required, including data management software (including Word, Excel and PowerPoint). Bachelor's Degree is preferred, and/or any acceptable combination of education, experience, and training.

To review the complete position description, please submit your request to PorziaP@digshistory.org

To apply please submit your letter of application, resume and three references to: PorziaP@digshistory.org

Historic St. Mary's City is an equal opportunity employer.

This position announcement will close on June 15, 2021.

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