

Job Description: Financial Administrator – Kennebec Historical Society

General:

This position has the authority to manage the operating funds of the Society. Responsible for entering data in the QuickBooks database and assuring that the day-to-day financial administration of the Society is conducted efficiently, accurately, and ethically. This position is primarily monitored by the Treasurer through monthly reconciliation of all accounts. This position is required in the absence of an Executive Director.

Status:

- Appointed in the absence of an Executive Director by the Treasurer of the Kennebec Historical Society
- Has authority to manage the operating funds of the Society
- Reports to the Treasurer of the Kennebec Historical Society
- The position is a volunteer position and requires a single job holder.

Qualifications:

- High level of skill and experience with QuickBooks software.
- Fundamental knowledge of accounting procedures.
- Good administrative skills and attention to detail.

Specific Tasks:

- Receives all payments and donation to the Society in the name of the Treasurer of the Society.
- Pays all liabilities of the Society when they come due
- Sets up procedures to assure documentation of all funds received.
- Working with the Treasurer, development Committee and the Board of Directors assures that sufficient funds are available to meet all financial obligations of the society
- Responsible for timely notification of the Board of Directors if insufficient funds are anticipated.
- Participates as a member of the Finance Committee
- Tracks all expenses and seeks cost savings when appropriate.
- Provides data and assistance to the Treasurer during monthly reconciliation of accounts.
- Regularly log hours worked in the Society Volunteer Hours Log

Time Commitment:

20 hours/week

Goals: