

COUSE-SHARP HISTORIC SITE ADMINISTRATION AND FINANCE MANAGER

The primary goal of the position of Administration and Finance Manager (AFM) is to ensure that the day-to-day business and financial operations of the organization run effectively, efficiently, and align with best practices of nonprofit organization management. Under the supervision of the Director of Operations and Communication (DOC), the AFM works with the senior leadership team in strategic decision-making and operations, and spearheads finance, business planning and budgeting, human resources, general administration, systems and process documentation and improvement, and eventually information technology systems. The AFM will also participate in fundraising activities, special events, program outreach, board meetings, committee meetings, and other support as warranted. FLSA status is exempt.

Specific duties include but are not limited to:

Financial

- Assists with budget development and leads budget oversight and control
- Formulates and maintains documented financial procedures
- Ensures compliance with laws, regulations, and best practices
- Serves as principal contact with contract bookkeeper and accounting firm
- Supervises accounts payable and receivable and maintenance of records
- In concert with DOC, oversees financial tasks of Site Coordinator and Visitor Experience Coordinator
- Prepares financial reports as directed for organization leadership and government entities
- Acts as principal staff point of contact for annual audit
- Administers insurance policies (e.g., property, casualty, fine art, D&O, AD&D)

Personnel

- Works with third-party administrators and insurance companies to manage benefits (e.g., QSEHRA, short-term disability insurance, retirement accounts, worker's compensation insurance)
- Works with contract bookkeeper to manage payroll
- Spearheads onboarding and separation of employees
- Assists DOC in maintaining personnel files
- Maintains and updates employee handbook and other policies and procedures to ensure the organization remains compliant with labor and workplace laws and best practices

Administration

- Arranges and coordinates meetings, including agendas and associated documentation for the Board of Directors
- Takes minutes at meetings of the Board of Directors, prepares and distributes drafts
- Oversees maintenance of electronic master calendar
- Oversees preparation and accomplishment of mailings
- Manages procurement of supplies, equipment and materials
- Manages organization's primary email and voicemail accounts

- Responsible for obtaining mail and packages
- Maintains various contact lists
- Assists staff with travel arrangements and reimbursements
- In coordination with DOC and board, consolidates, establishes, and updates organizational policies and associated documents
- Manages licenses, mandatory reports, organizational memberships, and subscriptions
- Formulates and updates general procedure manuals and guidelines

Information technology and data management

- Assists DOC in documenting IT assets and updating this information over time
- Assists DOC and Site Coordinator in obtaining bids, making purchases, and managing IT-related contracts
- Assists DOC and Site Coordinator in onboarding new users, supporting users and initial IT troubleshooting
- Assists Donor Relations Manager in administering customer relationship management software and data
- Plans and oversees updating of electronic and physical filing systems, in concert with DOC and Director of The Lunder Research Center
- Establishes and maintains inventories of assets (other than art, archives and artifacts)
- Works with staff and volunteers to obtain accurate visitor and volunteer data
- Arranges and oversees POS systems and operation of physical museum shop and website shop

Event coordination

- Assists with planning and implementation of annual event schedule
- Assists Visitor Experience Coordinator regarding onsite and offsite receptions, lectures, demonstrations, fundraisers, auctions and similar events, to include vendor management for catering, furnishings, decoration, etc.
- Creates spreadsheets to track data such as attendees, payments, food choices, requests, expenses, donations
- Produces reports including revenue and expenses, volunteer time and in-kind donations, review and debriefing
- Assists with coordination of art auctions and sales, including forms, recordkeeping and follow-up

Other support

- Helps track grant opportunities and applications
- Assists directors in researching grant opportunities and preparing applications
- Helps oversee and administer financial aspects of grants
- Contributes to plans for emergency and risk management and disaster response
- Assists in maintaining site security: tracking keys, securing doors and windows, setting alarms as needed

COUSE-SHARP HISTORIC SITE is looking for the right candidate to be our ADMINISTRATION AND FINANCE MANAGER

A rare opportunity to join a “small but mighty” team of museum and nonprofit professionals! At CSHS, we work hard, have fun, share lunches, and celebrate our many successes as we serve the Taos community and beyond.

Our Statement of Purpose

Through its archives, collections, and programming, the Couse-Sharp Historic Site preserves and interprets Taos’ crossroads of cultures, promoting and facilitating research, education, and new perspectives on the Taos Society of Artists, early artists of Taos, and regional and Indigenous communities in relation to the greater story of the multicultural American West.

The primary goal of the AFM is to ensure that the day-to-day business and financial operations of the organization run effectively, efficiently, and align with best practices of nonprofit organization management. Under the supervision of the Director of Operations and Communication, the AFM works with the senior leadership team in strategic decision-making and operations, and spearheads finance, business planning and budgeting, human resources, general administration, systems and process documentation and improvement, and eventually information technology systems. The AFM will participate in fundraising activities, special events, program outreach, board meetings, committee meetings, and other support as necessary.

Education and experience

Required

Bachelor’s degree from an accredited institution and at least 2 years experience in financial management

OR

Associate’s degree and at least 5 years experience in financial management and business operations

Preferred

3+ years experience in a financial/administration role in a nonprofit organization

3+ years experience in nonprofit business operations

3+ years experience in financial management

Knowledge, skills, and abilities

Required

Familiarity with Quickbooks

Extensive experience with Microsoft Excel and Word

Experience with budgeting and financial reports

Outstanding organizational skills

Excellent analytical and interpretative skills

Excellent written and verbal communication skills

Self-motivated

Courtesy, professionalism and the ability to maintain confidentiality

Ability to work in a flexible, entrepreneurial environment

Preferred

Leadership ability

Commitment to the organization's purpose

Extensive experience with Quickbooks Online

Extensive experience with budgeting and financial reports

Experience with third-party audits

Familiarity with Mac OS

Familiarity with Google Workspace

Familiarity with CRMs

Compensation

Base salary range: \$50,000 to \$55,000 annually DOE

FLSA status is exempt

Paid vacation and sick leave

9 paid holidays per year

Retirement saving plan with employer match

Short-term disability insurance at no cost to employee

Qualified Small Employer Health Reimbursement Account

The Couse Foundation, the nonprofit corporation that owns and operates Couse-Sharp Historic Site, is an Equal Opportunity Employer. Individuals seeking employment will receive consideration without regard to race, color, national origin, religion, age, sexual orientation, gender perception or identity, marital status, disability, protected veteran status or any other status protected by law.

To apply, send resume, cover letter and contact information for three professional references to Regina McAskill Scherffius, director of operations and communication, at rscherffius@couse-sharp.org.