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Manager, Finance & Administration Opportunity Permanent Part-Time

The Kitimat Museum & Archives is accepting applications for Manager, Finance & Administration.

Deadline to Apply: November 1, 2024

Anticipated Start Date: February 3, 2025 – training provided through December and January

Terms of Employment: 28 Hours Weekly, Permanent

Wage: \$35 Hourly (plus a comprehensive benefits package including superannuation)

Manager, Finance & Administration

Reporting to the Executive Director, the Manager, Finance & Administration maintains the main office functions including but not limited to bookkeeping, gift shop sales and inventory, and financial reporting. The Manager will respond to all enquiries by the public at the main desk in person and by telephone, assist the public in the gift shop, and oversee all sales. The Manager will direct enquiries to the correct Museum staff person, find answers when needed, and resolve concerns.

Service to the public is the primary function in the main floor office/reception area. Given the workstation location of the Manager, Finance & Administration, interruptions are frequent, especially during the summer visitor months and Christmas Gift Store. The Manager is expected to manage administration (posting, etc.) and gift shop (ordering) with interruptions.

Education and Experience:

- 3 – 5 years bookkeeping/accounting experience.
- Training and experience in office and accounting procedures including proficiency in the use of the computerized program, Simply Accounting, and/or another similar program.
- Completion of a formal bookkeeping/accounting program at a college or university.
- Retail experience with point of sale, an asset.

Duties:

Administration

- Manage the main floor office, providing reception to the public. Schedule additional staff coverage as needed.
- Post transactions using computerized bookkeeping, Simply Accounting.
- Maintain accounts receivable and payable.
- Prepare cheques for payables including those to program contractors and gift shop consigners.
- Filing online the BC Society Annual Report.
- Contact Board signing officers.
- Prepare and deliver deposits to the banks. Reconcile all credit card transactions.
- Maintain and reconcile petty cash.
- Prepares bi-monthly financial statements for review by the Executive Director and Board.
- Human resource duties such as staff scheduling, holiday time tracking, preparing paperwork for new employees and benefits to District payroll clerk, assisting employees with filling out benefit forms, preparing payroll for staff signatures and Executive Director's approval, and email payroll to the District Office every second Monday.
- Liaise with the District payroll clerk to fulfill the requirements of District payroll.
- Prepare official tax receipts for donors.
- Work closely with the Executive Director during the budgeting process and when financial reporting is required for grant applications.
- Prepare and mail GST and PST reports.
- Provide input for museum events and programs when called upon.
- Assist with planning and installing exhibitions when needed.
- Year end – prepare all financial bookkeeping and work with the accountant preparing the financial review.
- Oversee summer student team financial duties and logistics.

Gift Shop

- Control inventory and cash flow.
- Supervise staff in inventory receiving, gift shop displays and stock levels.
- Order inventory appropriate to the museum mandate.
- Coordinate special orders.
- Maintain and upgrade the point-of-sale system.
- Oversee consignment.

The Manager, Finance & Administration is also responsible for the following:

- The security of the building and all that is kept within.

- Opening the Museum and recording visitation and other details as required by the current Museum statistics sheet.
- Staff coverage during Museum open hours. The main floor office desk must always have a minimum of one person on duty.
- Setting up and working at receptions and other Museum events when called upon.
- Assisting and fulfilling Board requests as directed by the Executive Director.

How to Apply:

Submit a resumé with covering letter outlining qualifications and relevant experience to lavery@kitimatmuseum.ca. Applications will be reviewed in early November but will be accepted until the position is filled. Only applicants selected for an interview will be contacted.

The Kitimat Museum & Archives is committed to diversity, equity, inclusion, and cultural safety. It is an equal opportunity employer and encourages applications from all qualified candidates.

For a .pdf of this position visit www.kitimatmuseum.ca