

Enfield Shaker Museum Operations Coordinator

Email resume to director@shakermuseum.org

Position Summary

The Operations Coordinator is a senior administrative leader responsible for the day-to-day operational, financial, and human resource functions of the Enfield Shaker Museum. This position oversees accounting, bookkeeping, payroll, budgeting, human resources administration, compliance reporting, and office operations while supporting the museum's mission, programs, collections, and visitor services. The Operations Coordinator works closely with the Executive Director, Board of Directors, staff, volunteers, auditors, and government agencies to ensure the museum operates efficiently, remains financially sound, and complies with all applicable federal, state, and local regulations. Other Duties as assigned

We are looking for a friendly team player willing to take on new challenges and adapt to the evolving needs of this thriving organization.

Essential Duties and Responsibilities

Financial Management & Accounting

- Process accounts payable and accounts receivable.
- Monitor cash flow and financial performance with Bookkeeper.
- Assist the Executive Director and Board Treasurer with financial planning and reporting.
- Maintain any internal financial systems
- Administer contracts.

Museum Operations Administration

- Oversee office administration and operational systems including technology.
- Manage contracts, vendor relationships, and purchasing activities.
- Maintain organizational records, policies, and procedures.
- Support board meetings by preparing financial and administrative reports in conjunction with Bookkeeper and Executive Director.
- Assist with grant administration and reporting requirements.
- Support volunteer management systems and recordkeeping.
- Provide administrative support for special events, fundraising activities, and museum programs as needed.
- Reconcile daily receipts from Admissions and Museum Shop
- Development Recordkeeping

Budget Development & Administration

- Develop annual operating and program budgets in collaboration with museum leadership.
- Monitor budget performance and prepare variance analyses.
- Prepare financial forecasts and cash flow projections.
- Track grant expenditures and ensure compliance with grant requirements.
- Provide financial information to support strategic planning and decision-making.

Human Resources Administration

- Administer employee recruitment, onboarding, annual personal plans and orientation processes with Executive Director.
- Maintain personnel files and confidential employee records.

- Manage employee benefits administration and enrollment.
- Ensure compliance with employment laws and workplace regulations.
- Coordinate performance evaluation processes and employee training.
- Develop and maintain personnel policies and employee handbook updates.
- Administers human resources concerns in conjunction with Executive Director.
- Administer checklist of onboarding of volunteers

Compliance & Government Reporting

- Prepare and file required federal, state, and local reports and forms.
- Ensure compliance with nonprofit, labor, tax, and employment regulations.
- Assist with preparation of annual nonprofit filings, including IRS Form 990 and related schedules.
- Maintain records required by regulatory agencies and grant funders.
- Monitor changes in applicable laws and regulations affecting museum operations.
- Coordinate insurance renewals and risk management activities. Acquire annual Certificates of Insurance from Contractors.

Other Duties as assigned

Qualifications

Education

- Bachelor's degree in Accounting, Finance, Business Administration, Human Resources, Nonprofit Management, or a related field preferred.
- Equivalent combination of education and experience may be considered.

Experience

- Minimum of 3–5 years of progressively responsible experience in accounting, bookkeeping, office management, nonprofit administration, or a related field.
- Experience with nonprofit accounting and financial reporting preferred.
- Experience managing human resources functions.
- Experience preparing budgets and government compliance reports.

Knowledge, Skills, and Abilities

- Strong knowledge of accounting principles and financial management.
- Familiarity with nonprofit accounting practices and grant management.
- Understanding of federal and state employment regulations.
- Proficiency with accounting and payroll software.
- Excellent organizational and project management skills.
- Excellent attention to detail, mathematical and financial analysis accuracy.
- Ability to maintain confidentiality and exercise sound judgment.
- Excellent communication and relationship skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple priorities.
- Proficiency with Microsoft Office and database systems.

Pay Range: \$24.00 - \$29.00/hour