

EXECUTIVE ASSISTANT & OFFICE MANAGER – Job # NAAM001

Reports to: Executive Director
Schedule: Full Time
Location: Seattle, WA

About the Role

The Executive Assistant & Office Manager supports the Executive Director (ED) in serving the needs of the museum. You will serve as the primary point of contact for constituencies on all matters pertaining to the Office of the ED. You should enjoy: working cross-functionally; in fast-paced/collegial environments; and be prepared to tackle tasks at all levels. You will maintain the highest professional standards with a focus on process improvement. The ideal candidate is nimble and equipped to provide proactive executive level support, organizational expertise, and premier service with unwavering confidentiality. This role provides general museum office management and oversees special projects.

What You Will Do

Executive Support (60%)

- Provides a "Gatekeeper" role for the ED.
- Completes a broad range of administrative tasks including: complex calendar management; composing and preparing confidential correspondence; arranging travel plans, itineraries, and agendas; and preparing materials for meetings including taking minutes.
- Communicates with Board members, donors, and other stakeholders, on behalf of the ED, regarding matters related to programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and determines best course of action.
- Provides scheduling and administrative support as needed for the staff.
- Works with the Development Department on donor cultivation and timely record keeping.
- Establishes and maintains professional standards for business communication across the organization including proofreading/editing, business writing, and correspondence.
- Oversees fiscal management and controls including processing contracts, invoicing, expense reports, facilitating payroll, ordering office supplies, etc.; develops, monitors, and reports on museum budget.

Office Management (40%)

- Pays invoices, settles accounts due, and processes staff payroll.
- Reconciles QuickBooks online and bank statements monthly.
- Prepares reports for Executive Director and Board.
- Counts and balances cash drawers for Admissions and Store sales.
- Keeps up with consignment sales from Store and fundraisers.
- Makes bank deposits and maintains available change for drawers.
- Assists and informs ED with and on all aspects regarding budget, expenses, and income.
- May be required to work special events if assistance is needed.
- Responsible for maintaining financial records on a cash accounting basis: AP, AR, payroll, monthly balancing of accounts, prepare and make bank deposits, and prepare accurate financial records using Quickbooks accounting system.

- Annually organizes financial records for use by CPA in non-profit tax preparation.
- Arranges for Finance Committee meetings, budget review sessions with Director, the Annual Internal Audit, and prepares the required reports and budgets.
- Works with ED to draft the annual budget.

What You Will Bring

- Strong organizational, interpersonal, and customer service skills
- Adept in building relationships with stakeholders, staff, board members, partners and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to collaboration and problem-solving.
- High level of emotional maturity.
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and social media platforms.
- Ability to effectively manage and track multiple projects simultaneously; prioritize, work well under pressure with a high degree of accuracy; and meet stringent and overlapping deadlines.
- High proficiency in Quickbooks, accounting/budgeting principles, procedures, and standards.

What Makes You Qualified

- Bachelor's degree, a professional certification appropriate to the position, or equivalent combination of experience and education.
- 3 years of experience supporting executives and boards in a non-profit organization.
- Proven experience in Accounting, Finance, or other related fields.

Application period for this vacancy: June 1 - 30, 2019

To apply for this opportunity, submit your resume and a cover letter detailing your problem solving and process improvement acumen and successes in an executive support capacity, to: HR@naamnw.org.

Not for you? Check out these other opportunities: [Grants Writer & Development Officer](#) | [Marketing, Sales, & Communications Coordinator](#) | [Security & Events Assistant \(PT\)](#) | [Programs & Community Engagement Manager](#) | [Development Director](#) | [Guest Services Officer](#)

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