

COUSE-SHARP HISTORIC SITE

ADMINISTRATION AND FINANCE COORDINATOR

The primary goal of the Administration and Finance Coordinator (AFC) 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 AFC helps manage and accomplish tasks in finance, business planning and budgeting, human resources, general administration, systems and process documentation and improvement, and information technology. The AFC will also participate in fundraising activities, special events, program outreach, board meetings, committee meetings, and other support as warranted. Schedule flexibility to accommodate work at occasional special events is required. FLSA status is nonexempt.

Specific duties include but are not limited to:

Financial

- Assists with budget development, oversight, and control
- Maintains documented financial procedures
- Ensures compliance with laws, regulations, and best practices
- Serves as a principal contact with contract bookkeeper and accounting firm
- Serves as backup/assist to other employees to accomplish Quickbooks Online data entry, check preparation, monthly financial review, and similar tasks
- Spearheads maintenance of records
- Helps oversee and administer financial aspects of grant management
- Prepares financial reports for organization leadership and government entities
- Acts as a point of contact for annual audit
- Tracks and helps administer 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 accomplish 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 distributing agendas and associated documentation for the Board of Directors
- In cooperation with Board Secretary, helps prepare and distribute drafts of Board meeting minutes
- Maintains procedure manuals and guidelines and suggests new procedures

- In coordination with DOC and board, consolidates, establishes, and updates organizational policies and associated documents
- Oversees maintenance of electronic master calendar
- Oversees preparation and accomplishment of mailings
- Responsible for obtaining mail and packages at Taos post office
- Manages procurement of supplies, equipment and materials
- Manages organization's primary email and voicemail accounts
- Maintains various contact lists
- Spearheads travel arrangements and reimbursements
- Manages licenses, mandatory reports, organizational memberships, and subscriptions

Information technology and data management

- Assists Site Manager in documenting IT assets and maintaining this information
- Assists DOC and Site Manager in obtaining bids, making purchases, and managing IT-related contracts
- Assists Site Manager in onboarding new users, supporting users, and initial IT troubleshooting
- Assists Donor Relations Manager in administering customer relationship management software and data
- Updates and maintains electronic and physical filing systems, in concert with DOC and Director of The Lunder Research Center
- Maintains inventories of assets (other than art, archives, and artifacts)
- Assists Visitor Experience Coordinator with visitor and volunteer statistics
- Assists Visitor Experience Coordinator with 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 in accomplishing onsite and offsite receptions, lectures, art 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

- Contributes to plans for emergency and risk management and disaster response
- Along with all staff, assists in maintaining site security: securing doors and windows, setting alarms as needed, being on the list of who is called for alarms
- Helps track grant opportunities and applications
- Assists directors in researching grant opportunities and preparing applications

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

A rare opportunity to join a “small but mighty” team of museum and nonprofit professionals! At CSHS, we work hard, have fun, 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.

Position description

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Education and experience

Required

Bachelor’s degree from an accredited institution and at least 1 year’s experience in administration and business operations

OR

Associate’s degree and at least 4 years’ experience in administration and business operations

Preferred

3+ years’ experience working in a nonprofit organization

3+ years’ experience in nonprofit business operations

Knowledge, skills, and abilities

Required

Outstanding organizational skills

Excellent analytical and interpretative skills

Excellent reading comprehension and written and verbal communication skills

Self-motivated and able to work independently

Courtesy, professionalism, and the ability to maintain confidentiality

Ability to thrive in a fast-paced, high-workload, entrepreneurial environment

Extensive experience with Microsoft Excel and Word

Experience with budgeting and financial reports

Preferred

Commitment to the organization's purpose
Extensive experience with budgeting and financial reports
Experience with third-party audits
Experience with administering personnel paperwork and policies
Familiarity with Quickbooks Online
Familiarity with Mac OS
Familiarity with Google Workspace
Familiarity with CRMs
Likes pie

Compensation and benefits

Base salary range: \$45,000 to \$48,000 annually DOE, FLSA status nonexempt
Paid vacation and sick leave
9 paid holidays per year
Annual bonus opportunity
Retirement saving plan with an employer match
Short-term disability insurance at no cost to employee
Qualified Small Employer Health Reimbursement Account
Some schedule flexibility and occasional remote work options

Equal opportunity

The Couse Foundation, the 501(c)(3) charitable organization 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.

Application instructions

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