

ORGANIZATION **New Bedford Whaling Museum**

LOCATION **New Bedford, MA**

THE POSITION **Accounting and Human Resources Assistant (Full-time)**

The New Bedford Whaling Museum seeks a full-time Accounting and Human Resources Assistant. Reporting to the Senior Accountant, the Accounting and HR Assistant provides accounting and clerical support to the finance department. The Assistant keys daily sales paperwork to the general ledger system, processes accounts payable and accounts receivable transactions, and ensures files are complete and maintained as needed. The Assistant also supports the Human Resources function by reviewing the accuracy of employee timekeeping records, coordinating the on-boarding process for new employees, assisting with open enrollments, staff trainings, and maintaining personnel files.

Essential Duties and Responsibilities

- Perform accounting and clerical functions to support finance department personnel
- Record business transactions and key daily sales paperwork to the general ledger system
- Research, track, and resolve accounting issues
- Compile and sort invoices and checks
- Match invoices to work orders and approval documents
- Process vendor bills for payment
- Process customer invoices and payments
- Prepare outgoing mail for the accounting department
- Record charges and refunds
- Prepare bank deposits
- Review accuracy of employee timekeeping records for approval by department supervisors
- Coordinate the completion of employment forms, personnel policy orientation, and benefit enrollment for new hires
- Coordinate staff trainings and workshops, as needed
- Ensure paper and digital files are complete and maintained as needed
- Maintain and order office supplies
- Other duties and special projects as assigned

Requirements

- Associates degree in Business Administration preferred
- QuickBooks and MS Office proficiency preferred
- Excellent organizational skills, verbal communication skills, telephone and email etiquette
- Attention to detail and ability to multi-task
- Ability to problem solve and follow through on multi-step processes
- Ability to represent the museum with a high level of integrity and professionalism

SALARY RANGE: \$35,000 - \$40,000 depending on experience. This is a full-time position with benefits.

APPLICATION INSTRUCTIONS: Send resume and cover letter to Michelle Taylor, Chief Administrative Officer & CFO at mtaylor@whalingmuseum.org. The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.