

# African American Museum of Iowa

## POSITION DESCRIPTION Administrative Coordinator

### **Overview**

The Administrative Coordinator provides financial, administrative, and clerical support to the AAMI. This part-time position (maximum of 18 hours a week) reports to the Deputy Director. Hours are preferably scheduled on-site at the Museum (55 12th Ave. SE, Cedar Rapids, IA) Tuesday through Friday between 8am and 4:30pm. This position pays \$15/hour.

### **Position Impact**

The Administrative Coordinator helps ensure the organization runs smoothly by assisting in financial and facilities management, ensuring the generosity of our donors and members is recognized, and helping all patrons have a meaningful experience at the Museum.

### **Qualifications**

Experience in office management and/or finance/bookkeeping preferred. Proficiency in Microsoft Office and reliable transportation are required. Database and/or QuickBooks experience preferred. Training will be provided. The ideal candidate should be self-directed and dependable, attentive to detail, and possess excellent organizational skills.

### **Responsibilities**

- *Finance and Administration*
  - Process accounts payable transactions including entering invoices and generating checks via QuickBooks
  - Maintain accounts payable and accounts receivable files.
  - Enter received payments in the check log and DonorPerfect database.
  - Generate membership and donation acknowledgement letters.
  - Take prepared deposits to the bank weekly.
- *Visitor Services*
  - Oversee the front desk during shifts including supervising volunteers and making sales of merchandise and admissions.
  - Coordinate rentals of the Museum's traveling exhibits.
- *Other Duties*
  - Work with vendors, schedule appointments, and assist with maintenance agreements.
  - Coordinate regular tracking and purchasing of inventory for the museum store, including conducting end-of-year merchandise inventory.
  - Other duties as assigned

### **How to Apply**

Please send a cover letter, resume, and three references to [search@blackiowa.org](mailto:search@blackiowa.org). This position is open until filled. For more information about the Museum, visit our website at [blackiowa.org](http://blackiowa.org). Please direct questions to [search@blackiowa.org](mailto:search@blackiowa.org).