

Office Assistant Position

Laws Museum is hiring a new part time Office Assistant. Please send resume, references, and Letter of Interest via email with *Office Assistant* in the subject line to the board of directors at lawsbod@gmail.com.

Responsibilities

- Clerical and administrative tasks including answering phones, maintaining files, writing/editing/proofreading documents
- Issue monthly payroll to employees, and prepare quarterly reports for State and Federal, prepare W2's and 1099s at the end of the year.
- Balance daily cash receipts and prepare quarterly sales tax.
- Banking, deposits and statement balancing
- Handle correspondence, prepare all bills for payment
- Membership and mail list maintenance, donor recognition
- Volunteer coordination
- Other duties as assigned

Qualifications

- Strong interpersonal, verbal, and written communication skills
- Ability to multi-task, set priorities, and adhere to deadlines
- Proficient with Quick Books, Excel, Microsoft Word, Gmail, organizing and maintaining digital files
- Use Quick Books to generate financial reports for monthly presentation to the board of directors.
- Ability to work extended/irregular hours
- Ability to lift 30+ lbs.

We're looking for a person with a passion for local history, as well as looks forward to working with volunteers in a museum setting. Any combination of experience and training that provides the required knowledge, skills, and abilities is qualifying.

Hours and pay

- 20 hours a week
- Pay commensurate with experience/ Closing date for application March 29, 2019
- Contact: Board of Directors via email at lawsbod@gmail.com.