



ADMINISTRATIVE/FINANCE COORDINATOR

The Annapolis Maritime Museum & Park (AMM), a non-profit museum in the Eastport community of Annapolis, seeks an organized, personable, and enthusiastic individual, who provides finance and administrative support for the organization as well as program management of its historic skipjack *Wilma Lee*.

About the Museum:

The Annapolis Maritime Museum & Park (AMM) is a major community asset serving Anne Arundel County and beyond. AMM educates youth and adults about the Annapolis area's rich maritime heritage and the ecology of the Chesapeake Bay through programs, exhibits, and community events. We accomplish this mission through an engaging suite of hands-on programming and by bringing visitors to our two campuses on Back Creek and aboard the Museum's historic skipjack, *Wilma Lee*.

A volunteer board of 17 distinguished community members and a professional staff oversee the operations and long-range planning for this tax-exempt 501(c)(3) nonprofit organization. We are proud to share that our thriving cohort of nearly 250 volunteers are involved in all aspects of the Museum's functions.

The Education Center at the Museum's park campus offers four core education programs, as well as field trips, family programs, afterschool programs, summer camp, and more. The Education Center serves more than 12,000 students annually.

AMM hosts numerous events and programs throughout the year (e.g., Boatyard Beach Bash, Oyster Roast & Sock Burning, Tides & Tunes Summer Concerts and September Sunsets Concert Series, Winter Lecture Series and serves as a gathering place for both civic and community functions.

Job Description:

Reporting to the Administrative Manager, the Administrative/Finance Coordinator is responsible for assisting with board relations, accounting, human resources, and the administrative duties related to the operations aboard AMM's historic skipjack *Wilma Lee*. This is a full-time position – 40 hours per week, located at the Museum Campus in Eastport - 723 Second Street Annapolis, MD 21403.

Duties of the position include:

Administrative

- Accounting -
 - Assist Administrative Manager with:
 - Coordination with President/CEO, Treasurer & outside accountant to maintain bookkeeping systems, bank accounts, and financial records, including processing invoices, preparing budgets, and producing financial reports. Prepare monthly journal entries, in accordance with GAAP.
 - Prepare all cash related entries and reconcile bank and investment accounts monthly.
 - Prepare monthly Budget to Actual reports for the Board of Directors.
 - Update prepaid expenses schedule and record related entries.
 - Assist with grant reports as needed by providing financial documentation.
 - Complete and submit quarterly sales and use tax filings.
 - Run reports from accounting system to support program staff.
 - Assist with accounts payable and accounts receivable.

- General clerical support.
- Human Resources
 - Work closely with Employee Benefit Broker to administer staff benefits package. Monitor employee eligibility for benefit plans. Review benefits with employees and process enrollments, cancellations, or changes. Organize and manage annual open enrollment communication and election process. Coordinate health, life, and disability insurance enrollments, as well as 401K plan and communicate with service providers concerning routine administration of programs. Review enrollment data and carrier feeds for accuracy and coordinate enrollment with third-party administrators and vendors. Answer employee questions regarding benefits. Verify benefit billing accuracy and process for payment.
 - Maintain Personnel files which include retention/disposal of employment-related records such as employment history hiring documents, employee and emergency contact information, salary, benefits and financial award documentation, resumes, hiring tests, termination records, payroll documentation, including wage and promotion information and timekeeping records performance reviews, professional development records, and expense reports.
 - Manage position recruitment, staff on-boarding and exit protocols.
- Board Relations
 - Assist with Staff & Board meeting scheduling and organization including collecting, preparing, and distributing meeting documents/presentations.
 - Coordinate Board Committee Meetings including Executive & Finance with meeting notifications, agendas, and minutes.
- Executive Support
 - Assist the President/CEO with executive office functions and general administrative duties.

Wilma Lee

- Cruises
 - Manage ticketing of *Wilma Lee* public and specialty cruises and ensure effective and accurate communication with customers on departure locations, weather cancellations.
 - Complete docking reservations for cruises that have requested off-site pick up.
 - Work closely with Captain of *Wilma Lee* to implement specialty cruises and programs on *Wilma Lee* including vendor coordination, food, and beverage.
 - Confirm crew, volunteers, and docents for each cruise weekly.
 - Monitor inventory of food, beverage, and general provisioning needs of skipjack.
- Customer Service
 - Provide exceptional customer service including ticket sales, order troubleshooting, and day-of questions and calls.
 - Manage all order refunds/reschedules in museum's database: Altru – training provided.
 - Collect and analyze visitor feedback weekly via digital engagement platforms (social media, Trip Advisor, etc.).
 - Coordinate specialty cruise details including communication with partners.
- Administrative
 - Generate sales reports using museum's database (Altru).
 - Manage the on-board cellphone service plan.
 - Communicate with Marketing Director weekly to promote cruises.

Expertise and Skills Required for the Position:

- At least two years of direct experience in accounting/financial management (required)
- Knowledge of QuickBooks (preferred)
- Knowledge of donor software, preferably Blackbaud product (preferred)

- Excellent technical skills, including Microsoft Office Suite
- Strong skills including planning, coordination, and organization

Hours: Regular full-time, flex schedules available.

Travel: No travel required.

Mandatory COVID-19 Vaccination Policy: Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation. AMM has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19.

Compensation: The salary range for this position is \$42,000 - \$48,000.

The Annapolis Maritime Museum & Park values work-life balance and a family-friendly atmosphere. Our paid time-off includes 3 weeks of vacation leave, 8 paid holidays, 3 floating holidays, and additional leave options. In addition, our benefits package includes 100% company paid medical, dental, and vision insurance for the employee, company paid life insurance, AD&D, short and long-term disability, 401K retirement plan with employer matching up to 3%, and flexible work options including telecommuting and non-traditional work hours.

To apply, send resume to office@amaritime.org with the position title and your first and last name in the subject line.

The Annapolis Maritime Museum & Park is an Equal Opportunity Employer.

Visit our website at www.amaritime.org