



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:

The Administrative/Finance Coordinator is responsible for assisting Administrative Manager with administrative duties, accounting, accounting, human resources, and board relations. 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:

- Assist Administration Manager with accounting and human resources functions including financial reporting and reconciliations.
- General clerical support including but not limited to monitoring ticket sales for cruises, financial reporting, and monitoring cruise activity online.
- Provide exceptional customer service.
- Manage all order refunds/reschedules in museum's database: Altru – training provided.
- Generate sales reports using museum's database (Altru).
- Manage invoices for service plans.
- Maintain personnel files such as employment history hiring documents, employee and emergency contact information, salary, benefits and financial award documentation, resumes, hiring tests, termination records, payroll documentation.
- Manage position recruitment, staff on-boarding and exit protocols.

- Work closely with employee benefit broker to administer staff benefits package. Monitor employee eligibility for benefit plans.
- 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.
- Assist the President/CEO with executive office functions and general administrative duties.

Expertise and Skills Required for the Position:

- At least two years of direct experience in accounting/financial management (preferred)
- Knowledge of QuickBooks (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