ADMINISTRATIVE COORDINATOR

ABOUT WYCKOFF HOUSE & ASSOCIATION:
The Wyckoff House & Association comprises the Wyckoff House Museum and Wyckoff Family Association. As the Wyckoff House Museum, we preserve, interpret, and operate New York’s oldest building and the surrounding one-and-a-half acres of park. Through innovative educational and farm-based programs, we build cultural and agricultural connections within our community, emphasizing immigration, family, food, and community through history. Our team includes three full-time staff members and 2-4 part-time employees.

JOB DESCRIPTION:
The Wyckoff House & Association is looking for an organized administrative coordinator to provide support to the Executive Director and other staff members, including bookkeeping and office tasks for an average of 10 hours per week, with the opportunity for increased hours and responsibilities.

Primary Tasks –
Bookkeeping Tasks (60%)
● Manage accounting, including accounts receivable (invoices and deposits) and accounts payable (bills and payroll), petty cash, and bank deposits
● Manage payroll and benefits through HR platform, JustWorks; set up new employees and maintain HR records; prepare and distribute W-2s and 1099s
● Reconcile monthly bank statement, credit card and quarterly investment accounts
● Prepare monthly cash flow and financial reports as requested by management
● File annual sales tax returns
● Maintain physical accounting records and provide documentation as requested by CPA for annual audit; scan documents with option to develop online filing system for more efficient remote work
● Assist Executive Director with annual budgets and actuals for grants and other grant reporting

Other Administrative Duties (40%):
● Manage general email account and phones, directing inquiries to appropriate staff
● Order and maintain office supplies
● Assist with booking property rentals and public educational tours
● Support staff with membership renewals and contributions using Little Green Light software
● Coordinate and project-manage grants and accounting timelines
● Aid staff with gift shop orders, mailings, and inventory
● Assist leadership with organization and administration of board meetings
● Help develop and maintain website and streamline/digitize existing workflows

Qualifications:
● Superior organizational skills, keen attention to detail, and ease working with spreadsheets and numbers
● Facility adapting to new softwares and online platforms
● Familiarity with Quickbooks online or other accounting software preferred, but not required
● Interest in public history, urban farming, museum education, culture, or community engagement a plus

DETAILS:
Flexible schedule, starting at 10 hours per week, compensated at $25 per hour. Some ancillary benefits available, including PTO and citibike membership. Option for remote work during ongoing pandemic and possibly longer. Candidate who has the ability to collect materials or work on-site at least twice a month is
preferred. Email resume and letter of interest to jobs@wyckoffmuseum.org. Preference given to applications received before February 15, 2021.