



Position: Finance Administrative Assistant

Reports To: Director of Finance & Administration

Updated: October 2024

Supervises: N/A

Mount Washington Observatory (MWOBS) has operated a weather station at the summit of the Northeast's highest peak for ninety years.

The MWOBS Finance Administrative Assistant (FAA) provides finance and organizational support to MWOBS. This individual handles a number of financial bookkeeping tasks, special projects and administrative support functions. The FAA reports directly to the Director of Finance and Administration while also working closely with the Executive Director and other members of MWOBS's senior management team.

Core hours for this position is to work, 9 am to 12 pm, Monday through Friday at the MWOBS's administrative office in North Conway. Daily responsibilities include activities related to general office administration with a focus on finance. Remote and flexible time are available to this position as responsibilities allow and with supervisor approval. Opportunities for professional development exist with this position as well.

This position is hourly, part-time, non-exempt, paid bi-weekly and is eligible for the standard MWOBS employee benefits package noted below. Starting pay rate for this position is \$19 to \$20 per hour.

Please send a cover letter, resume, and three references to MWOBS at jobs@mountwashington.org to apply for this position. The position remains open until filled. A description of job responsibilities follows.

The Finance Administrative Assistant shall have the following responsibilities:

Financial Support

- Retail Deposits – review and submit deposits from MWOBS retail operations
- Record keeping – compiling, duplicating, collating and filing as needed
- Data Entry – recording journal entries into QuickBooks accounting software
- Accounts Receivable – monthly invoicing of recurring bills, invoicing for Programs, Sponsors, etc.

- Accounts Payable – enter vendor invoices and prepare weekly compilation of payables for check run

Administration

- Reception – greets and directs visitors, accepts and distributes deliveries
- Supplies – ensures the administrative office is adequately stocked with office supplies, is responsible for logistics in processing orders with our vendors as needed/requested from senior staff.
- Logistical Support – assists Director of Education with administrative duties for educational programs
- Special Projects – assists with occasional projects from members of the senior management team

Development and Board of Trustees Support

- Events – supports MWOBS fundraising events and campaigns
- Logistical Support – assists the Executive Director with Board of Trustees events

Other

- Other tasks as assigned
- Like all MWOBS employees, the FAA is an ambassador for this unique nonprofit and carries the responsibility of always being a good representative in the community

Education and Experience

The FAA shall possess a minimum five years of office administration experience with an emphasis on bookkeeping. Experience in a nonprofit environment preferred.

Knowledge, Skills, and Abilities

- Finance and bookkeeping experience, familiarity with Quickbooks Online is a plus.
- Excellent written and verbal communications skills
- Proficiency with typical office computer software such as MS Office Suite, including Word, Excel, PowerPoint, and Outlook
- Enjoys solving puzzles and finding answers
- Excellent communication skills, bright disposition and positive attitude
- Excellent organizational skills
- Ability to efficiently manage multiple tasks and prioritize
- Attention to detail and accuracy of data entry
- Works cooperatively and effectively with other staff members and volunteers
- Experience with database software a plus
- Knowledge of and or interest in Mount Washington and the outdoors is desired
- Knowledge of MWOBS programs to ensure effective communication with callers and visitors

Work Environment

This position is based at the MWOBS administrative office in North Conway, NH with the opportunity to work remotely on occasion. Some limited travel will be required at times, including to the summit of Mount Washington and for development events, visits to major donors, and other cultivation activities.

Benefits

This position qualifies for the standard benefits package for part-time employees. Current employee benefits include paid time off, holiday pay, complimentary gear from our sponsors and discounts on our retail items. Remote and flexible time are available to this position as responsibilities allow and with supervisor approval.

Hire/Fire Responsibility

This position has no hire/fire responsibility.

Employment at Will

This job description does not constitute an employment agreement between MWOBS and employee and is subject to change as needs evolve through your work.