

**TURTLE BAY EXPLORATION PARK
JOB DESCRIPTION**

Position Title: Executive/Fiscal Assistant
Reports To: CFO
Department: Finance Department

Status: Non-Exempt

I. SUMMARY

Under the supervision of the Chief Financial Officer, the Executive/Fiscal Assistant is responsible for the timely and accurate payment of vendor invoices and expense reimbursements as well as maintaining accurate records and sub-ledger reports. Provide administrative support to the President/CEO and the Administrative Office and organization as needed. Maintain strict confidentiality of organization and staff information.

II. ESSENTIAL FUNCTIONS

Accounting Support

- Provide accounting assistance to budget managers; respond to financial questions/concerns to meet business needs and to ensure all required documents (Purchase Requisitions/Check Requests/W9s/Insurance Certificates) are submitted before invoices are paid.
- Review and process purchase requisitions and check requests. Ensure all information is correct and maintain an appropriate tracking system.
- Verify departmental budgets to assure funds are available for purchases before checks are issued.
- Enter and post invoices into the Financial Edge database, select invoices to be paid, and create reconciliation worksheets for internal review.
- Print and process checks bi-monthly. Ensure all invoices and other monthly recurring expenses are paid timely and accurately.
- Maintain an accurate tracking system for exhibition contracts including deposits, schedule of installment payments and certificates of insurance.
- Reconcile monthly Accounts Payable G/L to Accounts Payable Subsidiary Ledger.
- Accurately maintain and reconcile Prepaid G/L expense accounts, and other balance sheet accounts as assigned.
- Maintain W9 vendor information and prepare the annual 1099/1096 reports.
- Complete and process credit applications.

Administrative /Human Resources Support

- Arrange and coordinate meetings including the monthly Board of Trustees, All-Staff meetings, and the quarterly Board of Regents meetings. Record, transcribe and distribute minutes of these meetings when necessary.
- Organize and maintain files and records including the organization's contracts, certificates of insurance with third parties, and all Board of Trustees documents and records.
- Prepare and edit correspondence, communications, presentations and other documents.
- Monitor, screen, and distribute incoming and outgoing mail.
- Post new job listings after required approvals and documentation are received from the hiring manager.
- Participate on the Human Resource's hiring panel, request and maintain records for pre-employment background checks and drug screenings; conduct new hire orientations and exit interviews; and maintain and update employee personnel files.
- Maintain master keys for desks in the admin building.

III. SECONDARY JOB FUNCTIONS

- Participate in the Finance and Administration department's cross-training to better serve the needs of the organization.
- Secondary/backup responsibilities for employee benefits programs to include change reporting, updating ADP, reviewing invoices for accuracy and payment, communicating benefit information to employees and assisting or referring employees to the appropriate providers for claims resolution.
- Secondary/backup responsibilities for office supply requests.
- Secondary/backup responsibilities for uniforms; assignment, collection and ordering.
- Receive and interact with incoming visitors. Provide quality customer service.
- Other duties as assigned.

IV. EDUCATION AND EXPERIENCE

- Minimum Associates degree in Accounting, Business or related discipline or minimum four (4) years of directly related experience required.
- Non-profit experience highly desired.

V. KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Microsoft Office with extensive experience with Word and Excel
- Knowledge of accounting software; Blackbaud's Financial Edge preferred
- Strong writing skills and excellent proofreading skills
- Good Interpersonal communication skills
- Organizational and planning skills
- Attention to detail and accuracy
- Analytical, research and problem solving skills
- Initiative
- Possess a valid California driver's license or be able to acquire within (10) ten days and provide a clean DMV report if requested.

VI. INSTITUTIONAL RESPONSIBILITIES

All staff members play an important role in supporting and advancing the Turtle Bay's mission and vision for our role in the community. As such, we seek candidates who will share our path to:

- Support the museum's mission to inspire wonder, exploration and appreciation of our world, and share our vision of TBEP as a vibrant gathering place where our community is strengthened through education, cultural engagement and economic growth.
- Uphold our core values in one's day-to-day work including playfulness, real-world experiences, interdisciplinary learning, community, lifelong learning, integrity, and sustainability.
- Contribute to a positive organizational culture based on respect, cooperation, professionalism and teamwork, as we strive together to achieve our mission and vision.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties, and skills required of this job.

VII. ENVIRONMENT AND PHYSICAL REQUIREMENTS

1. How much on-the-job time is spent in the following physical activities?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Standing			X	
Walking			X	
Sitting				X
Talking, Hearing			X	
Feeling, Fingering, Grasping				X
Climbing, Balancing		X		
Crouching, Crawling, Kneeling		X		
Reaching with Hands and Arms			X	
Tasting, Smelling		X		

2. Does this job require that weight be lifted or force be exerted?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Up to 10 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

3. Does this job have any special vision requirements?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Looking at CRT				X
Color Vision (identify and distinguish colors)			X	
Peripheral, Depth Perception			X	
Ability to Adjust Focus			X	

4. How much exposure does this job have to the following environmental conditions?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Blood, Body Fluid		X		
Toxic Chemicals		X		
Moving Parts		X		
Electrical Shock Risk		X		
Explosives	X			
Fumes		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Severe Hot Weather		X		
Severe Cold Weather		X		

5. How much noise is typical for this job's work environment?

- x Very Quiet (Example: Forest trail, isolation booth for hearing test) Quiet (Example: Library, private office)
- x Moderate Noise (Example: business office with typewriters/printers, light traffic)
- Loud Noise (Example: Metal can manufacturing, large earth moving equipment)
- Very Loud Noise (Example: Jack hammer work, front row rock concert)