Title of Position: Business & Finance Manager  
Classification: Part-time/20 hours  
Reports to: Executive Director  
Salary: $48.08/hour; 20 hours; 1 year/grant funded; to be evaluated annually  

Position Description: Business & Finance Manager supports all aspects of business and financial management including short & long range business planning, budgeting, and day to day financial operations in collaboration with Executive Director and the Board Finance Committee.

Essential Job Responsibilities:

- Closes the books on a monthly basis; reconciles accounts and reviews monthly spending activity with Executive Director and Board Finance Committee
- Monitors daily and weekly cash receipts and cash disbursements
- Assists leadership in the annual budgeting and planning process; administers and reviews all financial plans and compares to actual results with a view to identify and explain variances as appropriate; analyze data to support planning or modeling
- Prepares tax returns and payment of taxes, including sales tax and excise tax, on a weekly, monthly, quarterly, or annual basis, as required by all regulatory agencies
- Performs all other accounting activities including accounts payable and receivable, payroll, bank reconciliations, inventory controls and counting, capitalization of fixed assets, monitor investments, manage contracts, etc.
- Updates procedures as necessary to comply with current reporting requirement
- Prepares and issues invoices to customers, as required
- Controls and records sales tax liabilities and the respective payments to meet regulatory requirements, including reporting and payment deadlines
- Follows up and reports to the Executive Director regarding the collections of accounts receivable until payments are received
- Records cash receipts and prepares bank deposits
- Conducts a monthly reconciliation of every cash and investment account
- Conducts monthly reconciliation of all grant budgets; supports grant financial reports, budget planning for applications, and grant financial management including federal draw downs
- Conducts periodic reconciliations of all general ledger accounts to ensure their accuracy
- Collaborates with Communications & Development coordinator documenting fundraising initiatives
- Generates QuickBooks financial reports to meet the needs of the Executive Director, Treasurer and/or Board
- Enters the Board-approved budget into QuickBooks to enable budget vs. actual report comparisons and investigates significant variances
• Provides information to the external accountant to enable assistance with the
preparation of the annual financial statements and footnotes in accordance with
generally accepted accounting principles
• Maintains orderly accounting and document filing systems, both hard copy and
electronic
• Maintains the accounting software chart of accounts, including documenting the
addition/deletion of accounts
• Complies with local, state, and federal government reporting requirements
• Processes payroll in a timely manner and ensures the payroll reports are being filed to
the respective agencies, as appropriate
• Tags and monitors fixed assets
• Other duties as may be assigned

Desired Qualification:
• Bachelor’s Degree in Business, finance, accounting, economics or other applicable area
of study or over 5 years of business management experience, CPA a plus
• Excellent knowledge of bookkeeping & generally accepted accounting principles
• Excellent business judgment, analytical, and decision-making skills
• Excellent communication skills, both written and oral
• Excellent attention to detail and accuracy
• Strong financial management skills
• Strong appreciation of the importance of completing tasks on deadline
• Preferable knowledge in any of the following: Quickbooks, Square, Apple suite, Microsoft
Office Suite, and other Accounting & business management tools
• Ability to work independently as well as with a team
• Sincere commitment to fulfilling Tomaquag Museum’s Mission
• **Physical Qualifications** Ability to lift materials up to 5 lbs
• Background Check required prior to hire.

Submit Resumé, Cover letter, three professional letters of reference to:
[Slarose@tomaquagmuseum.org](mailto:Slarose@tomaquagmuseum.org)

Subject: Hiring Committee
or mail to: Hiring Committee, Tomaquag Museum
390 A Summit Road Exeter, RI 02822
Apply by: Friday, November 5, 2021

The Tomaquag Museum is an Equal Opportunity/Affirmative Action Employer. All qualified
applicants will receive consideration for employment without regard to race, color, religion,
sex, sexual orientation, gender identity, national origin, disability, age or protected veteran
status.