



OFFICE & ACCOUNTING ASSISTANT - PART TIME HOURLY

Department: Administrative

Summary: The Office & Accounting Assistant reports to the Executive Director but assists all departments as needed. He/She represents the Museum by offering exceptional customer service to all visitors, staff and Trustees. He/She is responsible for maintaining Board of Trustees information and meeting set-up, general accounts receivable duties including: making deposits and credit card reconciliation, answering the telephone, processing sales transactions, and assisting staff with clerical or project based tasks as needed.

Essential Functions and Responsibilities:

- Responsible for reconciling credit card batches every day. Maintaining appropriate documentation that accurately details each transaction for posting,
- Receives and records all monetary payments to the institution.
- Prepares and makes bank deposits at least twice a week or when \$500 or more is in safe.
- Provides Accounting Associate with appropriate documentation after posting receivables.
- Maintains petty cash for office, Visitor Services and events.
- Responsible for reconciling sales data recorded in MOCA's customer relationship management software and QuickBooks.
- Provides assistance to the Executive Director, Accounting Associate and office staff as needed.
- Provides ancillary support to MOCA reception events as needed
- Opens and sorts incoming mail and at times prepares outgoing mail.
- Responsible for office supplies, maintaining the supply budget, ordering and inventory, as well as the organization of the office supply area.
- Relieves Visitor Services during lunch break and fills in as needed.

Required Qualifications:

High School Diploma; Associate degree preferred in related area of accounting, business or office management. Experience in bookkeeping, record management and customer service desired. Must be able to multi-task, be organized and detailed and possess strong communication skills and phone etiquette. Must be proficient in computer programs and Microsoft Office Suite. Must know how to operate basic office machines. Knowledge of point-of-sale and customer relationship management systems, as well as QuickBooks helpful.

Additional Requirements:

- Prolonged standing, sitting and computer usage
- Ability to lift 10-20 pounds
- Nights or weekend hours
- Valid driver's license and dependable transportation

- Maintains working standards and best practices for the museum, as defined in employee handbook and by the American Alliance of Museums.

Organization:

The Virginia Museum of Contemporary Art (MOCA) is a nonprofit institution founded in 1952 to foster awareness, exploration and understanding of the significant art of our time. Regularly changing exhibitions feature painting, sculpture, photography, glass, video and other visual media from internationally acclaimed artists as well as artists of national and regional renown. By balancing its four primary activities--gallery exhibitions, studio art classes, educational programs and outdoor art shows--MOCA seeks to involve a diverse regional public in the rich and active language of contemporary visual art.

TO APPLY:

Email your resume and a completed MOCA Application to:

Andrew@virginiamoca.org

No phone calls please.