



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Business Manager/Full time

Summary: The Business Manager will manage the financial operations, payroll, and benefits, of the Museum. The Vanderbilt Museum seeks an enthusiastic professional who possesses a high level of efficiency and accuracy through demonstrated experience in the fields of non-profit finance and business operations. The Business Manager will report to and directly support the Executive Director and Associate Executive Director in their roles.

Salary Range/Exempt: \$60,000.00 - \$70,000.00 per year

Location: Suffolk County Vanderbilt Museum & Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Hours: Year-round full-time position, Monday to Friday, 9 AM – 5 PM, **in person**. Hours may extend past 5 PM for approved project work and meetings.

Essential Duties and Responsibilities include the following:

- Manage the day-to-day operation of the museum finances including accounts payable and receivable, customer and vendor accounts, bank records, deposits and reconciliations, Apple Pay and Amazon accounts, Blackbaud accounts, credit card processing and reconciliation.
- Work with accountants and auditors for tax and financial reporting requirements including the annual audit, preparing form 1099s, filing reports with government agencies, and ensuring compliance with regulations and laws.
- Manage the Museum's budgets, revenue analysis and forecasting, and grant and cash flow for financial management.
- Prepare financial reports for the Executive Director, Finance Committee and the Board of Trustees, and serve as liaison to the Board Treasurer.
- Manage and process Suffolk County Hotel/Motel agreement, budget, and vouchers.
- Create budgetary presentation with Executive Director for monthly Board of Trustee meeting.
- Serve as immediate backup to the Human Resources Supervisor for day-to-day operation of payroll processes, including but not limited to, record keeping, Time Off Request sheets, approving timecards in the museum's payroll system (currently Paychex Flex), downloading payroll reports, garnishments, 403(b) distributions and AFLAC check remittances, monthly 403(b) pension matching, and liaise with Paychex Flex representative, where applicable.
- Review for accuracy biweekly payroll reports, payroll journal, labor costing, general ledger, and other reports, as necessary.
- Manage and review full-time employee 4-week monthly accrual sheets for audit.
- Oversee on-line payments and bank transfers.
- Oversee 403(b) accounts and liaise with 403(b) administrator.

- Manage insurance policies, medical benefits, Aflac insurance, disability reporting, U.S. Census reporting, and all other business matters.
- Manage grant financial information including files, tracking income and expenses, preparing reports, and serve as fiscal agent for the Museum.
- Financial analysis and comparisons of yearly revenues and expenses.
- Oversee the budget of the gift shop including merchandise purchase and inventory, supplies, accounts payable, shipping, and vendors.
- Prepare quarterly sales tax return for gift shop and café.
- Manage and oversee credit card expenditures and transactions.
- Approve, review, and prepare checks for signature.
- Report weekly all payables and cash receipts in accounting system (currently MAS 100).
- Work in conjunction with the Human Resources Supervisor regarding compensation and benefits.
- Establish and maintain proper electronic recordkeeping databases and automatic procedures for all financial data.
- Handle all payroll and financial information in a confidential manner.
- Provide other administrative support as necessary, including creating reports, filing, and document management.
- Meet financial deadlines.
- Support the Executive Director and Associate Executive Director with regard to all financial obligations of the museum.
- Perform other related duties as assigned.

Skills:

Strong oral and written communication
Strong computer and technical literacy
Problem solver
Grace under pressure

Meticulous attention to detail
Diplomacy and professionalism
Analytical with excellent organizational skills
Strong business acumen

Experience:

Strong understanding of accounting, finance, and management principles
In-depth knowledge of accounting software and financial analysis
Excellent communication and interpersonal skills
2+ years financial management experience
2+ years non-profit business operations experience
Prior museum experience a plus