

## JOB ANNOUNCEMENT

**Organization:** National Museum of Women in the Arts  
**Position:** Bookkeeping and Administration Assistant  
**Department:** Administration and Finance  
**Reports to:** Accounting and Operations Manager  
**No. of Direct Reports:** None

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### Position Summary

Under the direction of the Accounting / Operations Manager, the Bookkeeping and Administration Assistant performs the payables and deposits function at NMWA, performs office wide supportive administrative duties, and other duties as assigned.

### Major Responsibilities

#### Accounting

- Payables
  - Save purchase orders and check requests for processing
  - Verify expense coding and approvals on payables
  - Enter future expenses for payment process in finance database (Financial Edge) and attach backup in an accurate and timely manner.
  - Troubleshoot vendor claims of unpaid bills
  - Research old open purchase orders
  - Monitor the AP email mailbox
  - Notify staff members when expenses are entered for payment Support audit work
  - Other duties as assigned
- Deposits
  - Process credit card (in-house) payments made to NMWA
  - Prepare the deposit packet and visit local bank branch(es) to deposit checks and cash
  - Enter deposit information into the general ledger.

#### Administration

- Answer main phone line and monitor general voicemail box
  - Respond to general inquiries
  - Forward calls and messages to appropriate parties
- Maintain internal contact lists
- Receive packages; alert staff of packages waiting for pickup in mailroom
- Take office supply requests from staff; place orders; distribute items to staff; maintain neat, orderly, and well-stocked supply closet
- Order business cards based on requests from staff
- Ensure work rooms, break rooms/staff lounges, and common areas are organized, clean, and stocked appropriately, including vending machine(s)

- Maintain multi-function copiers
  - Ensure all copier workstations are organized and stocked with toner and paper
  - Coordinate with IT manager as needed for issues relating to network connectivity, etc.
- Coordinate with equipment vendor for service visits
- Maintain postage meter
  - Ensure extra supplies are on hand and appropriate funds are available
  - Coordinate with equipment vendor for service visits
- Maintain stock of shipping supplies for USPS and FedEx shipments
- Other duties as assigned.

## **Qualifications**

- Strong time management and organizational skills including ability to multi-task to meet deadlines.
- Ability to work effectively and efficiently across a wide range of departments and people.
- Education or experience in accounting as well as aptitude with numbers and attention to detail preferable.
- Flexibility to changing priorities and use of independent judgement under pressure.
- Experienced computer skills in Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, SharePoint, Teams, OneDrive)
- Willingness to learn and adapt to new systems.
- Excellent written and verbal communication skills.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

## **Compensation:**

The salary range for this position is \$40,000.- to \$48,000.- annually and includes a benefits package.

Please submit applications by emailing cover letter and résumé to [HR@nmwa.org](mailto:HR@nmwa.org).

The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at [HR@nmwa.org](mailto:HR@nmwa.org).

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the first major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.