



Organization Information

The mission of the Museum of New Mexico Foundation (MNMF) is to support the Museum of New Mexico system through fund development for exhibitions and education programs, financial management and advocacy.

MNMF is located in Santa Fe, New Mexico. For more information about the organization, please explore our website, www.museumfoundation.org.

Finance Administrator | Job Description

General Summary

The Finance Administrator provides accurate and timely data entry, accounts payable, 1099s, professional service agreements, maintains records, provides acknowledgment letters for development gifts and handles daily gift log processes.

Essential Functions & Responsibilities: *NOTE: Museum of New Mexico Foundation unilaterally may change the requirements of this job description at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These include, but are not limited to, the following:*

- Responsible for a high volume of data entry for gifts that come to the Foundation
- Takes care to acknowledge all gifts in a timely manner and with attention to detail
- Responsible for preparation of accounts payable
- Maintain organized files for types of gifts and recordkeeping as needed
- Expected to maintain donor confidentiality at all times
- Assist with audit requests as needed
- Maintain Professional Service Agreement contract files including W9s
- 1099 end of year filing
- Provide support to Division Financial Specialists as needed
- Gift Log Processes
- Cross train within the Finance and Operations departments as necessary

Required Qualifications (includes education, skills and experience): *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Qualified candidate will have a 2-year degree or greater, completed with two years prior experience in accounting/business/non-profit administration, or some equivalent combination of experience and education
- Must have strong interpersonal skills, in addition to excellent verbal and written communications skills
- Familiarity with database systems and/or a sophisticated constituent relationship management system is essential
- Must have excellent computer skills, proficiency in Word, Excel, PowerPoint, and Internet
- Experience with Salesforce and Intacct helpful

Needed Attributes

- Must be comfortable working in a highly collaborative team environment
- Ability to work independently and as a team member
- Attention to detail essential

Working Conditions & Physical Effort

- While performing the duties of this job, the employee is regularly required to talk or hear
- This position requires frequent manual dexterity in combination with eye/hand coordination such as keyboarding and handling of equipment
- The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.
- The employee is occasionally required to stand and walk

Salary and Benefits

- This is an exempt full-time position and reports to the Finance Manager
- Salary commensurate with skills and experience, with a general range of \$45,000-\$50,000/year
- Health and Dental Insurance
- Life Insurance and Long Term Disability Insurance
- Paid Time Off (Major Holidays, Vacation, and Sick Leave) and Family Leave of Absence
- 401(a) and 403(b) Retirement Plans

To Apply

Submit cover letter and resume (MS Word or PDF) to Tammie Crowley, Finance Manager at Tammie@museumfoundation.org. The position will be kept open until the right candidate is found. No phone calls, please.