



**MUSEUM OF SOUTH TEXAS HISTORY  
Job Description – Business Administration Officer**

<b>JOB TITLE:</b> Business Administration Officer	<b>CLASSIFICATION:</b> Exempt	<b>JOB NUMBER:</b>
<b>DEPARTMENT:</b> Administrative	<b>REPORTS TO:</b> Shan Rankin	<b>REPORTS TO TITLE:</b> Executive Director
<b>LOCATION:</b> Museum of South Texas History	<b>SUPERVISES:</b> Bookkeeper, Receptionist	<b>WORK HOURS:</b> Full Time
<b>SALARY RANGE:</b>	<b>PERFORMANCE REVIEWS:</b> Annual	<b>VACATION:</b> 1 day per month (accrue one day per month after probationary period)
<b>WRITTEN BY:</b> Shan Rankin	<b>DATE WRITTEN:</b> 7/9/09	<b>APPROVED BY:</b> Shan Rankin, Executive Director

**PURPOSE:** The purpose of the position of Business Administration Officer is to assure timely execution of duties and institutional progress toward meeting short and long-term goals and objectives. As part of a senior management team, the Business Administration Officer provides supervisory leadership and management of internal relationships. This includes, but is not limited to, management of the daily activities of the business of the museum, including accounting, budgeting, human resources, risk management, and business and financial planning processes.

**RESPONSIBILITIES:**

Finance and Accounting

- Supervise the Bookkeeper, who is responsible for all accounting matters including but not limited to the data entry and management of accounts receivable and payable, daily deposits and cash register maintenance and security, payroll processes, budget category classifications, bank reconciliations, production of monthly financials, tracking of Museum investments, compliance with budget and financial plans (such as fundraising campaigns), financial tracking pertaining to grant implementation, receipt and disbursement of grant funds, and grant reports.
- Ensure all finance and accounting matters are current and handled promptly, and relationships with donors and vendors are positive.
- Provide regular, timely, accurate financial reports to Executive Director and Board for monthly board meetings, as well as for regular analysis and for use in decision-making.
- Work with Executive Director and appropriate staff to manage annual budget development process and development of financial plans (such as fundraising campaigns);
- Monitor investment account and manage Certificate of Deposit rate negotiations and renewals in coordination with the Bookkeeper and Executive Director.

Human Resources and Technology

- Manage human resources functions in a manner consistent with applicable laws and regulations. This includes but is not limited to development and/or updating and maintenance of employee job descriptions; new employee orientation, staff training and development and employee relations; and performance evaluation, compensation and benefits and recruiting. Work with Executive Director with regard to hiring, termination, and exit decisions and procedures and development of future staffing needs that relate to the strategic planning process. Produce updated employee policy and procedures manual; propose and maintain updates as needed.
- Assist Executive Director and Team Leaders in resolving personnel issues and staff conflict matters
- Develop and maintain a traffic management system to assure the timely execution of duties and meeting of deadlines for multiple projects; coordinate schedule assignments for weekend rotation duty and other work assignments that may fall outside the regular work week.
- Develop and maintain budgetary plans for equipment and technology maintenance and upgrades in coordination with the Information Technology Specialist, who is responsible for ensuring the ongoing maintenance and updating of information systems and infrastructure, including hardware, software and other technology needs that will support the growth of specific programs and the organization overall.

Administrative and Office Management

- Supervise Receptionist, who is responsible for answering phones, general administrative assistance to staff, and monitoring the coming and going of staff, maintenance workers and community service workers.
- Evaluate duties associated with Museum positions, recommend improvements for increased institutional efficiency, and implement as approved.
- Maintain all records pertaining to museum administration, and Board activities and development. When required, participate in Board and/or Board Committee meetings.
- In close coordination with Senior Curator - Archives, Collections, and Programs and Executive Director, track museum-wide progress of annual Strategic Plan activities and implement action plan for Museum's Application for Accreditation from the American Association of Museums.

- Develop and maintain General Policy and Procedure Manuals.
- Oversee risk management and legal activities, contracts, leases and other agreements. Manage insurance for facilities. Monitor changing insurance needs; anticipate and analyze future insurance needs; negotiate new agreements.
- Work with outside vendors to maintain good relationships.
- Work with Sr. Historian/Operations Officer to ensure smooth daily operations of physical plant and equipment.

**Other**

- Act as Manager on Duty (MOD) as assigned on weekend rotation duty.
- Assist with Museum's special events

**Board**

- Serves as liaison to Finance Committee.
- Provides monthly financial reports to the Executive Director.

**General Activities:**

- Acts as Manager on Duty (MOD) as assigned on weekend rotation duty.
- Assist with Museum's special events.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- BBA or BA and equivalent experience
- Honest, dependable, team player
- Knowledge of financial management, human resources, record keeping and data processing systems
- Excellent communication skills
- Proficient in use of Microsoft Word, Excel, PowerPoint, etc.
- Microsoft Project knowledge a plus

**Museum:** The Museum of South Texas History is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, gender, national origin or disability, in accordance with state and federal law. This job description is not intended to be all inclusive. The museum reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Note: The responsibilities described in this job description reflect the principal functions of the position and may not be construed as a complete description of all the requirements that may be inherent in the position, or as an employee of the Museum.

**Employee:** I have reviewed and determined that this job description accurately reflects the position. I understand that my annual review will be based on but not solely limited to the performance of the above responsibilities, knowledge, skills and abilities required of this position.

Employee signature

Date:

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Posting #

Posting Date \_\_/\_\_/\_\_