



Job title	Finance Manager
Reports to	Director of Finance
Status	Full-time (37.5 hours), Year-round, Nonexempt, Hourly
Compensation	\$40,000-\$42,000/year, commensurate with experience; paid bi-weekly

Position Summary:

The Finance Manager assists the Director of Finance with the management and operations of the department. They develop and maintain financial accounting systems for accounts payable, accounts receivable, credit control, petty cash, and payroll.

Duties and Responsibilities:

- Ensure the accurate and timely processing of accounts payable, purchase orders, petty cash, and employee expense reimbursements; electronically enter accounts payable data into ledgers; prepare checks, account statements, and reports.
- Compile, prepare and input bi-weekly payroll data, including paid time off, insurance, and 403(b) deductions; use computerized system to produce accurate and timely payroll; ensure compliance with all applicable state and federal wage and hour laws.
- Manage employee credit card accounts, process receipts, and reconcile monthly statements.
- Follow up on account statements and other discrepancies regarding payments, and serve as liaison between departments and vendors in the resolution of administrative problems and inquiries.
- Manage and maintain a computerized accounts receivable system; receive and receipt cash items and third party payments; post and reconcile payments to ledgers.
- Assist Director of Finance with the monitoring of budgets and cash flow, systemic improvements, internal controls, documentation and forms development, and general ledger support.
- Help prepare fiscal and personnel documentation for grantors and annual audits, tax reports, organizational reports (annual 990 coordination), and other end of year reports.
- Assist with negotiation and management of the employee insurance and benefits plans.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.

Qualifications:

- Bachelor's degree in a business, accounting, or related field
- Five years of payroll processing, accounting/finance experience, preferably with a nonprofit organization
- Knowledge of policies and practices associated with payroll and benefits administration
- Strong organizational skills and the ability to maintain detailed records
- Excellent communication and relationship skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Solid computer knowledge and experience with accounting/payroll software

Requirements of all Strawberry Banke Museum Staff:

SBM is committed to fostering a workplace that is truly equitable, inclusive, and accessible for a diverse group of staff, volunteers, and visitors. As such, it is an essential requirement that every SBM staff member:

1. exhibits a positive, collegial attitude and ability to work cooperatively with others at all levels of the organization including direct reports, colleagues, supervisor, volunteers, and visitors of all ages, abilities, and cultural backgrounds;
2. actively contributes to an organizational culture of empathy, dignity, trust, and respect. Each person at SBM agrees to proactively prevent and address issues such as unconscious bias, harassment, gender disparity, racial inequity, political divisiveness, and barriers to accessibility; and
3. fosters inclusive and engaging interactions, accommodate safety and comfort needs and requests, and to provide the best visitor experience possible. Staff members equally share the responsibility of immediately addressing a deficiency, and/or, notifying the appropriate department or supervisor to address any situations.

Working Conditions:

Occasional weekend and evening work is required during special events.

This position requires working a minimum of 10 Museum Signature Events over the course of the year. The staff event schedule will be coordinated in advance by the Museum Events Manager. When occasional evening and weekend work is required for special events, the equivalent time off is provided within the same pay period whenever possible.

Must be physically and mentally able to perform the essential functions of the position, with or without reasonable accommodations.

The essential duties of this position require a combination of regular attendance onsite, but with the capacity for a limited amount of remote work; the schedule to be determined in collaboration with the Director of Finance.

Physical Requirements:

- Lifting moderate weight boxes
- Walking around the 10 acre campus, outdoors in all weather conditions

Direct Reports:

None.

To Apply:

Apply directly by submitting your resume and cover letter (include salary requirement), and completing the SBM Employment Application here: <https://forms.gle/Jp2VpE5ijJE8onuH7>

[Click here to review SBM's Employee Handbook](#)

Compensation and Benefits:

Benefits:

- Medical and Dental Insurance (80% of employee's premium is paid by Strawberry Banke);
- 403(b) Retirement Plan with 3% match;
- Generous paid time off, including vacation, sick leave, personal time and holidays. Each fiscal year (April 1st – March 31st; prorated based on start date) you will receive:

- 150 hours (20 days) of vacation
- 75 hours (10 days) of sick leave
- 15 hours (2 days) of personal time
- 10 paid holidays
- Short and Long Term Disability Insurance
- Life Insurance
- Flexible Spending Account

Compensation:

- Hourly, Nonexempt: (\$21/hour, approximately \$40,000-\$42,000/year, commensurate with experience); paid bi-weekly.

About Strawberry Banke Museum:

Strawbery Banke Museum is a 10-acre living history museum located in the heart of downtown Portsmouth. The museum interprets daily life in the same historic waterfront neighborhood over 300+ years, making the 37 historic buildings accessible to a wide range of visitors one of our primary goals. Strawberry Banke hosts an ever-growing number of special events and programs throughout the year. Seasonal and holiday signature events are time-honored traditions that help make Portsmouth the vibrant destination it is. Strawberry Banke is continually ranked as TripAdvisor's #1 "Thing to do in Portsmouth", Yankee Magazine Editors' Choice: Best of New England Classics "Best Historic Village" and the 2020 Best of the Seacoast in the Entertainment & Leisure category for Best Group Event/Tour/Activity.

Strategic Framework:

Strawbery Banke Museum:

A place to learn,
A place to gather,
A place to preserve.

Mission Statement:

To promote understanding of the lives of individuals and the value of community through encounters with the history and ongoing preservation of a New England waterfront neighborhood.

Toward that goal, Strawberry Banke Museum:

- Acquires and conserves, for today's visitors and for future generations, historic buildings, objects, and other materials pertinent to its mission.
- Conducts research aimed at placing local developments within the broader context of city, state, and national history.
- Disseminates the results of that research to the public through exhibitions, publications, demonstrations, tours, symposia, workshops, and other educational activities and programs.
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Vision Statement:

We bring history and people together for delight, discovery, and learning.

In doing so, Strawberry Banke Museum will:

- Stand for excellence and entrepreneurship in every aspect of the operation - programs, collections, preservation, and management;
- Champion the primacy of the visitor experience and use innovative and traditional methods to provide life-changing and inspirational learning experiences based on authentic objects, stories and ideas;
- Inspire the Seacoast community with awareness of our collective past, and work together to preserve our cultural and built heritage;
- Serve as a destination where engaging activities connect visitors to our common local, regional and national past; an
- Provide life-long learning experiences incorporating the needs of learners and the community.

Core Values:

In order to create the best possible experience, SBM prioritizes the following core values, which are integral to the success of the museum, and the organization's commitment to the greater community that we serve.

- Authenticity
- Engagement
- Inclusivity
- Innovation
- Integrity
- Sustainability

Equal Opportunity Statement:

Strawbery Banke Museum is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, marital status, national origin, ancestry, religious creed, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), crime victim status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. SBM is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Job descriptions are subject to change over time; Strawberry Banke Museum reserves the right to modify the above job description as necessary to accommodate the evolving needs of the organization.