

**El Rancho de Las Golondrinas Living History Museum**  
**Job Description**  
**Finance Assistant**

**Department:** Finance

**Reports To:** Controller

**FLSA Status:** Exempt

**Schedule:** Full-time, year-round, 100% onsite

**POSITION SUMMARY**

Reporting to the Controller, the Finance Assistant supports the day-to-day operations of the Finance Department and performs essential transactional accounting functions including accounts payable, accounts receivable, cash receipts, reconciliations, payroll support, general accounting tasks and administrative coordination. This position ensures accuracy, compliance, and timely financial processing to support the museum's programs, staff, and mission. The Finance Assistant works closely with the Controller to maintain strong internal controls, support department managers, and uphold the financial integrity of the museum.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Accounts Payable**

- Receive, review, and code invoices in accordance with Museum policies and internal controls
- Maintain vendor records, W-9s, and supporting documentation in compliance with IRS requirements
- Enter and manage accounts payable transactions in Financial Edge NXT
- Prepare weekly payment batches and supporting documentation for Controller approval
- Manage credit card receipt collection and assist with monthly credit card reconciliations

**Accounts Receivable & Cash Handling**

- Process and record daily deposits from Altru, the Museum Store, programs, rentals, and miscellaneous income
- Record cash receipts accurately in Financial Edge NXT
- Work with staff to research and resolve discrepancies
- Track outstanding receivables and assist with follow-up as needed

**Payroll & HR Support**

- Monitor Paycor timesheet submissions and support staff entry issues
- Assist with payroll documentation and seasonal onboarding paperwork
- Maintain payroll-related personnel documentation to support payroll accuracy

**Reconciliations & Month-End Close**

- Prepare assigned bank and credit card reconciliations

- Reconcile prepaid expenses, receivables, deposits, and deferred revenue accounts
- Assist with month-end close schedules, supporting schedules, and documentation
- Identify discrepancies and work with the Controller to research and resolve variances

#### **General Administrative Support**

- Maintain organized, accurate, and audit-ready digital financial files
- Assist with budget uploads, report generation, and internal financial inquiries
- Support audit requests and documentation compilation
- Assist with ongoing Financial Edge NXT data cleanup, maintenance, and documentation
- Participate in finance process improvements and special projects,
- Other duties, as assigned

#### **QUALIFICATIONS:**

##### **Required-**

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred, or equivalent relevant experience
- 1–3 years of accounting or finance support experience; nonprofit experience a plus
- Experience with accounting or financial management systems (Blackbaud, QuickBooks, or similar)
- Strong attention to detail and commitment to accuracy
- High integrity and ability to maintain confidentiality
- Strong written and verbal communication skills
- Ability to manage multiple deadlines collaboratively or independently in a seasonal, mission-driven environment

##### **Additional Attributes:**

- Professional, approachable, and service-oriented working style
- Capacity to collaborate effectively with Supervisor and across departments
- Ability to maintain regular and timely attendance
- Willingness to learn new systems and processes
- Occasional flexibility during payroll or month-end and year-end close cycles, as needed
- Able to climb stairs, carry and lift 30 pounds, stand and sit for extended periods of time
- Ability to work in dusty environments and outdoors
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- A willingness to learn about the Museum and its mission

#### **WORK ENVIRONMENT**

This position operates in a professional office environment with occasional interaction with outdoor museum operations. Some files are stored in basements accessible by stairs. Standard office equipment is used regularly. Seasonality may affect workload, especially during festival months and year-end processes.

This Full-Time Position is an exempt position and includes health and dental insurance, paid sick and vacation leave, birthday bonus check, 401K after one year of employment, and up to two weeks of end-of-year paid holiday vacation. This is an on-site position and requires regular, in-person presence at the Museum's administrative offices.

Send Cover Letter, Resume, and References to Sarah Coutts at [finance@golondrinas.org](mailto:finance@golondrinas.org)

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties, and qualifications required of the position.