**Deadwood History, Inc.**

**Position Description**

**Position Title:** Financial and Administrative Assistant

**Reports To:** Finance & Human Resources Director

**Hours:** 20 per week. Time and day TBD

Summary of Position: The financial and administrative assistant must have financial skills, extreme trustworthiness, attention to detail, flexibility, and able to collaborate with all the departments in the organization.

Requirements:

* An associate degree in business administration or accounting is preferred.
* A minimum of one year of experience with QuickBooks, including payroll, accounts payable and accounts receivable.
* Extensive knowledge of Microsoft Office and Excel.
* Ability to learn and become proficient with the Shopify POS system.
* Familiar with common office equipment.
* Outstanding oral and written communication skills.
* Excellent customer service skills.
* Able to work independently.
* Detail-oriented with good organizational skills.
* Takes direction well and is a quick learner.

Job Duties:

* Assist financial director with payroll, accounts payable, accounts receivable and the Shopify POS system.
* Serve as the main receptionist welcoming and greeting visitors.
* Answer phone in a professional manner and direct calls to appropriate person.
* Organize and maintain files on several computer databases.
* Send out various types of correspondence on a weekly and monthly basis.
* Assist patrons with requests for information.
* Assist with special functions and events.
* Run local errands.
* Other duties as assigned.