



ADMINISTRATIVE ASSOCIATE

The Administrative Associate provides support to the Executive Director and Museum Team members, including oversight of the Museum's operating systems and coordinating financial reporting with the Accounting Services contractor (Larson CPA).

Key Performance Areas

1. Administrative Support
 - a. Monitor mission-critical systems, including but not limited to technology & software, IT/Phone/Printer, alarms, and serve as liaison with Grand County Maintenance/Facilities staff.
 - b. Collaborate with Public Programs Manager, Marketing & Membership Coordinator, Guest Services Associates (GSAs), and Board Treasurer to identify, select Store merchandise, maintain accurate inventory, and monitor sales results.

2. Financial
 - a. Perform two-person accountability for financial transactions as determined by the Executive Director and Accounting Services contractor.
 - b. Collaborate with Accounting Services contractor and Guest Services Associates to optimize attendance data recovery from the Square POS visitor system and decision-informing reports.
 - c. Maintain weekly & monthly attendance data.
 - d. Monitor all grant receipts and expenditures, including financial summaries as requested or required.

3. Membership & Development
 - a. Collaborate with the Marketing & Membership Coordinator and Accounting Services contractor to streamline the process membership fees and unrestricted and restricted donations.
 - b. Collaborate with the Marketing & Membership Coordinator to prepare gift receipts and member/donor acknowledgements.