

Job Title: Part-Time Business and Finance Manager

Location: Science Museum of Western Virginia, Roanoke, VA

Employment Type: Part-Time 20hrs

The Science Museum of Western Virginia, an interactive and engaging center dedicated to the exploration of science, technology, engineering, and mathematics, is seeking an experienced Part-Time Business and Finance Manager to join our dedicated team. The ideal candidate will have a strong background in accounting, financial management, and business planning. Proficiency in QuickBooks is a must.

As a Business and Finance Manager, you will play a crucial role in ensuring the financial sustainability and growth of our museum. If you are an experienced professional with a knack for numbers and a desire to make a difference in the world of science education, we'd love to hear from you!

Key Responsibilities:

- Develop and manage the annual budget in collaboration with the executive team
- Maintain accurate financial records, including accounts payable, accounts receivable, and payroll
- Implement and manage effective financial systems and controls to optimize museum operations
- Prepare monthly, quarterly, and annual financial statements, forecasts, and reports for internal and external stakeholders
- Proficiently use QuickBooks for accounting, financial management, and reporting
- Collaborate with department managers to monitor budgets, identify variances, and recommend corrective actions
- Assist in developing and implementing long-term strategic financial plans for the museum
- Ensure the Science Museum of Western Virginia complies with all local, state, and federal financial regulations
- Continuously identify opportunities for cost savings, efficiency improvements, and revenue generation

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- Expertise in QuickBooks and Microsoft Office Suite (Excel, Word, PowerPoint)
- A minimum of 3-5 years of experience in accounting and financial management, preferably in a non-profit organization
- Strong analytical, problem-solving, and decision-making skills
- Excellent written and verbal communication abilities
- Ability to work independently and as part of a team
- A passion for science, education, and the mission of the Science Museum of Western Virginia

To Apply:

Please submit your resume, cover letter, compensation requirements and three professional references to Mary Roberts- Baako, mrobertsbaako@smwv.org by the closing date. In your cover letter, please highlight your relevant experience in accounting and financial management, as well as your proficiency in QuickBooks.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Science Museum of Western Virginia is committed to fostering an inclusive, accessible, and diverse environment. We encourage applications from all qualified candidates.

Join our team and contribute to the financial success and growth of the Science Museum of Western Virginia, as we inspire the next generation of scientists, innovators, and lifelong learners.
