



Finance & Operations Manager

The Pratt Museum & Park in Homer, Alaska seeks a Finance & Operations Manager to provide leadership of the museum's financial management, bookkeeping and accounting functions. We are recruiting for a knowledgeable, flexible team player who enjoys working collaboratively with colleagues to ensure effective and efficient management of the museum's finances and administrative operations.

Responsibilities:

- Maintain financial records according to GAAP standards for accounts payable, cash receipts journal, bank accounts, and credit card reconciliations.
- Prepare finance reports for board and finance committee meetings.
- Maintain all grant documents and ensure financial reports are submitted on time. Work in collaboration with staff to prepare grant applications and reports.
- Process bi-weekly payroll and maintain all personnel files.
- Renew general liability insurance and workers compensation policies.
- File quarterly and annual tax/government reports.
- Prepare financial records and work with auditors throughout annual process.

Knowledge, Skills, Abilities:

- Nonprofit financial management and administration, including grants.
- Museum or public venue operations management experience.
- Proficiency in QuickBooks, Excel, Word, Google Drive, Bloomerang or similar CMR;
- Leadership, compassion, communication, and team-building skills.
- Familiarity or keen interest in learning about the Kachemak Bay area's natural history, cultures, arts, and sciences.

Education and Experience:

- Undergraduate and/or higher degree preferred in accounting, finance or similar field.
- Minimum of three years of experience in business management including proficiency with nonprofit accounting and grant administration.

Compensation:

- Starting salary is \$22 - \$25 per hour or DOE at approximately 30 hours per week.
- Benefits include a flexible work schedule, leave and holiday pay, and Simple IRA 3% match.

How to apply:

- Please send a cover letter, resume, and 3 professional references to communications@prattmuseum.org
- Position is open until filled.
- A pre-hire criminal background check is required.

About The Pratt Museum

Located in beautiful Homer, Alaska, the Pratt Museum & Park is dedicated to building relationships between people and place through stories relevant to Kachemak Bay. The Pratt has a strong history of developing exhibits and programs in partnership with community involvement. The Museum's curated collections in the arts, sciences, and humanities include more than 24,000 objects and the 10-acre wooded campus provides opportunities for outdoor programming, nature exploration, and quiet contemplation. The Pratt Museum is an equal opportunity employer. We value diversity, equity, and inclusion in all of our work.

The Kachemak Bay region encompasses the traditional lands of the Sugpiaq and Dena'ina peoples, both active and present in the region today. Homer is a vibrant arts and outdoors community that strongly supports the Pratt Museum and offers a high quality coastal way of life.