

ADMINISTRATIVE COORDINATOR

The Long Island Maritime Museum is currently seeking a full-time, in-person, Administrative Coordinator to be responsible for the following duties: Responsibilities include but are not limited to:

Primary Responsibilities:

- Bookkeeping
 - Deposits, bill pay, monthly reconciliation
 - Payroll
 - Financial Reporting
 - NYSIF Audits
 - Sales Tax Filing
 - Invoicing
- Gift Shop Management
 - Inventory
 - Weekly/monthly reports
 - Purchasing
- Annual Membership bulk mailing
- Purchasing
- Management of facilities rentals
- Be available for special events

Qualifications/Requirements:

- Previous administrative/bookkeeping experience
- QuickBooks experience,
- Knowledge of Microsoft Office Suite: Word and Excel
- Must have a positive attitude and willingness to take on additional tasks when necessary
- Must be team player with strong organizational skills and the ability to multi-task.
- Ability to remain calm under pressure
- Flexible and able to work additional hours if necessary (evenings, weekends)

Hours: Monday - Friday: 8:00 AM to 4:00 PM

Compensation: Salary to commensurate with experience.

Contact: LIMM@limaritime.org for additional information or to forward a resume.