

**WONDERLAB MUSEUM OF SCIENCE, HEALTH AND TECHNOLOGY
JOB DESCRIPTION**

POSITION TITLE: **Director of Business Administration**

PURPOSE: The WonderLab Director of Business Administration is a core member of WonderLab’s senior leadership team charged with overseeing the museum’s financial day-to-day tasks and human resources business administration. The successful Director of Business Administration has a love for numbers, a keen eye for accuracy, a sense of humor and a knack for organizing processes and materials.

In this position you will ensure best practices for financial systems, be caretaker of financial resources that come and go from the organization and work cross-departmentally with all museum teams to bring WonderLab’s educational services to the community. This includes implementing point of sale and financial bookkeeping systems, managing payroll and benefits administration, and overseeing general office operations. The Director of Business Administration manages the Events, Sales, and Systems Manager and works in close collaboration with the Executive Director and the Marketing and Communications Director while maintaining relationships with the entire WonderLab staff.

As a WonderLab representative you will be part of a beloved community institution that is people-centered, community-focused, and mission driven. You will be immersed in a fun, lively environment, a gallery of hands-on science exhibits, and work with a committed, creative staff dedicated to building curious and creative problem solvers, inspired by the wonder of science, who will shape a brighter future for themselves and our world.

REPORTS TO: Executive Director

STATUS: Full time position (40 hours/week), with occasional evening and weekend hours (Fair Labor Standards Act category: "Non-exempt")

START DATE: August 1, 2024

SALARY: Commensurate with experience (range \$50,000 -\$53,000)

BENEFITS: Full WonderLab benefits. Paid holidays and paid leave. Health, vision, and dental insurance benefits are available. Retirement Plan. WonderLab provides life insurance, long-term disability insurance, WonderLab membership at dual or basic family level and a 20% discount in the gift store. Training opportunities may include Red Cross Certification, Altru Blackbaud data systems and other opportunities through membership in the Association of Science and Technology Centers (ASTC), and the Society for Human Resource Management (SHRM).

Key Responsibility Area: **Oversee Point of Sale and Financial Bookkeeping Systems**

Specific Duties:

- Manage accurate and secure financial bookkeeping systems using QuickBooks Online (QBO). This includes but is not limited to managing accounts payable and receivable, payroll, bank reconciliations, and general reporting. Work with representative from Your Part Time Controller (YPTC) to streamline bookkeeping and accounting processes.
- Oversee point of sale system within Altru Blackbaud and related software systems. Serve as main administrator and master user for Blackbaud Altru and help develop smooth connection points for WonderLab online services.
- Cash Handling: Oversee and implement secure and accurate cash handling procedures for all museum revenue points.
- Assist with annual audit. Provide support documents, organize audit files in shared folders, serve as a primary contact with auditors. Coordinate with Executive Director, Development department and YPTC representative to provide necessary information.

Key Responsibility Area: **Human Resources Business Administration**

Specific Duties:

- Organize and run payroll every other week. Enter employee records and send direct deposit payroll.

- Oversee and implement new hire intake paperwork: complete payroll and tax set up, bank deposits, confirmation of legal hire-ability with E-Verify, background checks, insurance and benefits information and enrollment. Report new hires and re-hires to State of Indiana
- Manage administrative tasks for open positions, e.g. position descriptions, job postings
- Manage timetables for employee performance reviews
- Administer Indiana University, Ivy Tech and Indiana Work and Learn work study paperwork and payments using their respective administrative and payment systems.
- Benefits Administration: Provide insurance and benefit information to employees and new hires. Administer enrollment paperwork and update billing/member records for individual insurance sites and other employee benefits.
- Provide employment reports for COBRA, Workers Compensation, employee census information, and other employee data reports as needed.
- Maintain current and accurate personnel files (paper and electronic as appropriate)

Key Responsibility Area: **Office Operations**

Specific Duties:

- Phone system: Serve as lead administrator and provider contact for telephone system. Set message schedules, add phone users, train others in use of phone system.
- Vending: Oversee selection and purchase of vending options that balance healthy options with demand and revenue; stock and take cash from vending machines. Delegate tasks as needed.
- Building Security: Oversee building key and alarm code access. Maintain secure collection of all building keys and access codes. Distribute keys and codes to new staff and train on their use to ensure building security. Collect keys and delete codes from departing employees.
- Maintain and update Tax Exempt forms
- Pick up mail from Post Office box and distribute to appropriate mailboxes; purchase stamps as needed. Mail certified letters, UPS and FedEx materials as needed.
- Supply Purchases: oversee purchase of general office supplies as needed; order magnetic name tags for employees; order other supplies as needed.
- Oversee annual document shredding for sensitive materials.
- Backup: Attend monthly Board of Director meetings to take and transcribe meeting minutes, as needed.

Key Responsibility Area: **Leadership of Business Administration Team**

Specific Duties:

- Lead and manage the overall efforts of the Business Administration Team to provide the highest level of accuracy, security and efficiency for bookkeeping and business administration systems. This currently includes supervision of one full-time employee and working closely and collaboratively with a representative from YPTC for outsourced financial management systems.
- Supervise the Events, Sales and Systems Manager, who directly supports all aspects of scheduling, sales and registration for museum activities and events. This includes recruiting, hiring/terminating, training, onboarding, evaluating and ongoing staff member development.
- Ensure clear and timely communication with other departments (Executive, Marketing, Development, Education, Museum Experience) to promote efficient operations and future planning. Work collaboratively with other departments to manage program and event administration for current and new museum activities. Support the development team to ensure timely processing of gifts, grants and other philanthropic revenues.
- Provide outstanding stewardship of the museum's resources, to ensure financial responsibility, soundness, integrity and accountability, while building strong relationships with visitors, donors, members, and other museum constituents.

Key Responsibility Area: **Other**

Specific Duties:

- Promote a collegial atmosphere in the museum, working cooperatively with staff and volunteers to help WonderLab achieve its overall financial and strategic goals
- Cross-train for visitor-facing duties at the welcome/admissions desk on a limited basis to support interdepartmental team building and a personal connection to WonderLab's mission
- Serve as a member of the senior leadership team
- Attend Board of Director meetings and take minutes, as needed
- Other duties, as assigned

RELATIONSHIPS

Internal: Maintain frequent, close working relationships with the Events, Sales and Systems Manager, Executive Director, Marketing and Communications Director, Director of Philanthropy, Membership Manager and other relevant departments as needed.

External: Maintain a positive and professional attitude with YPTC representatives, members of the Board of Directors and all individuals and groups that contact WonderLab.

REQUIRED QUALIFICATIONS

- Demonstrated proficiency with financial bookkeeping (minimum 3 years)
- Demonstrated proficiency with Quickbooks Online and relational database system such as Blackbaud Altru
- Highly proficient with computer applications such as Microsoft Word, Microsoft Excel, and Google Workspace
- Four-year college or associate degree; or similar experience and training with financial management and administration systems
- Minimum 5 years of relevant work experience, including Quickbooks Online
- Excellent organizational skills with attention to detail and accuracy
- Excellent written and verbal communication skills
- Comfortable working in a fast-paced, evolving, team orientated environment – able to prioritize tasks, manage workflow and handle multiple activities simultaneously with consistent attention to detail
- Friendly, positive and professional manner communicating in person, by telephone and email; demonstrated ability to work effectively with a variety of people
- Reliable with strong work ethic
- Commitment to ideals of justice, equity, diversity, and inclusion
- Commitment to fostering an anti-racist culture at WonderLab and to anti-racist principles and education
- Driver's license
- Proof of eligibility to work in U.S.

PREFERRED QUALIFICATIONS

- Demonstrated understanding of nonprofit environment
- Sales or customer service experience a plus
- An affinity for science, education and community
- A love for organizing numbers

The WonderLab Job Application Form is available on the WonderLab website at:
<http://wonderlab.org/about-wonderlab/job-opportunities/>

The application must also include a cover letter and current resume. Select candidates will be invited to submit up to three (3) letters of reference mailed directly to the address below or e-mailed to executivedirector@wonderlab.org.

WonderLab Museum of Science, Health and Technology
Attn: Karen Jepson-Innes, Director of Business Administration Search Committee
P.O. Box 996
Bloomington, IN 47402

Applicants must be able to show proof of eligibility to work in the United States. Position is open until filled. All employees are subject to a criminal background check. WonderLab galleries, offices and grounds are smoke-free environments.

Can't check off every requirement listed above? Please apply anyway! WonderLab is dedicated to building an inclusive team with a wide variety of experiences and skill sets. You may be just the right candidate for this role or another one of our openings.

WonderLab strives to provide a welcoming educational space and is founded on values of inclusion and access. WonderLab is committed to creating a diverse museum environment and is proud to be an equal opportunity employer that considers diverse

skill sets and experiences among applicants. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, number of dependents, or any other legally protected status. WonderLab strives to make reasonable accommodations for people with disabilities, upon request.

Updated: June 15, 2024