



Job Description for Centerville-Washington History Finance Manager

Established in 1966, Centerville-Washington History is a non-profit organization in the heart of Centerville, Ohio. CWH operates three museums and one research and archive center. The mission of Centerville-Washington History is to connect the community to its heritage by collecting, preserving, interpreting, and promoting the history of the local area.

The Finance Director reports to and works closely with the Director of Centerville-Washington History. Museums operate 12:00-4:00 Tues-Fri., with a typical work week of 16 hours. Some CWH events require additional morning, evening, and/or weekend hours.

Responsibilities

Finance

- Maintain financial records for Centerville-Washington History using QuickBooks Online
- Prepare monthly financial statements for the Finance Committee using QuickBooks and Excel
- Organize and attend Finance Committee meetings
- Prepare annual budget to be presented to the Board of Trustees
- Process bi-weekly payroll for staff of five employees including withholding of federal taxes, state taxes, city taxes, Medicare, and social security
- Prepare annual w-2 tax forms for January distribution and reconcile all withholding returns for each entity
- Monitor and pay Ohio Bureau of Workers Compensation
- Pay State Sales Tax online biannually: January 23 & July 23
- Retrieve monthly investment statements and record income, gain or loss, fees, etc.
- Record deposits made in the form of manual counter deposits, MasterCard, VISA, PayPal, the Dayton Foundation, etc.
- Pay monthly bills by automatic withdrawal, paper checks, or by phone
- Process check requests using a procedure that includes invoices, Director's approval, check signature, and mailing
- Balance checking account monthly
- Process Centerville-Washington History credit card to facilitate purchases of supplies and pay bills
- Collect all receipts and apply to appropriate expense accounts upon payment
- Coordinate annual tax return preparation with accountant

Site Management – Asahel Wright and School Museum

- Welcome visitors during hours of operation, offering tours of the museums
- Promote Centerville-Washington History programs, newsletter, donations, and membership
- Maintain exterior and interior of the buildings (with the Education Coordinator)
- Become familiar with the alarm system for both buildings
- Communicate with the City of Centerville regarding any large maintenance issues at the Asahel Wright and School Museum buildings (with the Director and Education Coordinator)
- Retrieve mail, answer phone, check messages, keep office tidy and functioning well

General

- Compile submissions, coordinate with printer, and bulk mail quarterly newsletter
- Attend bi-monthly staff meetings
- Participate in Centerville-Washington History events, promoting a positive experience for volunteers and other participants
- Work with the Staff, Board of Trustees, and volunteers to promote the best interest of Centerville-Washington History
- Recruit volunteers as needed
- Additional duties as requested by director

Position Requirements

- Experience with QuickBooks Online, Gusto payroll, and Microsoft 365 (Word, Excel, and Teams), or willingness and ability to learn these applications
- Desire to learn local history and to lead tours for adults and children
- Strong organizational skills
- Good communication skills
- Ability to work both independently and as part of a team

Physical Activities

Must be able to ascend and descend stairs and ladders multiple times per day; remain in a stationary position, often sitting or standing for prolonged periods of time daily; lift, adjust, or move objects up to 30 pounds occasionally; constantly communicate with others to exchange information.

Environmental Conditions

Must be able to conduct tours and other programming outdoors occasionally in low temperatures, high temperatures, during precipitation and/or wind, and in noisy environments.

Job Location

Asahel Wright House
26 N. Main St.
Centerville, OH 45459

Mail Resume:

Centerville-Washington History
Attn: Cynthia Burns
89 W. Franklin St.
Centerville, Ohio 45459

Email Resume:

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Application review will begin in January 2025. Position start date is late January/early February.