

Doukhobor Discovery Centre
112 Heritage Way
Castlegar, BC
V1N 4M5

Title: Museum Office Manager/ Accounting Clerk
Status: Permanent, part-time, in-person
Wage: \$19 - \$22 an hour
Schedule: 3 days a week - Monday to Wednesday, 9am - 5pm
Evenings and weekends as required
(alteration to set working days is possible upon approval)

The Doukhobor Discovery Centre (operated by the Kootenay Doukhobor Historical Society) is a public museum that preserves and shares the history and culture of the Doukhobor people. The Centre is a replicated Doukhobor communal village holding over 1,600 artifacts and numerous displays that illuminate the Doukhobors' culture and history in Russia and Canada.

The Doukhobor Discovery Centre is seeking to hire a permanent, part-time Museum Office Manager. The Office Manager is employed by the Kootenay Doukhobor Historical Society (KDHS) as part of the management team to operate, supervise, manage, and oversee the operation of the Doukhobor Discovery Centre (DDC).

The Office Manager is primarily responsible for performing financial, administrative, and clerical services related to the operation of the museum such as accounting and payroll, completing year-end reconciliations, assisting with the production of budgets, purchasing supplies, maintaining active subscriptions, and managing gift shop inventory and payments. The administrator will provide support for the Director, KDHS board, and museum employees as needed and will ensure compliance with provincial and federal non-profit regulations.

Responsibilities:

Financial:

- Bookkeeping
- Complete payroll and manage AP/AR as well as purchasing (requires knowledge of QuickBooks)
- Maintain internal financial records
- Complete year-end reconciliations
- Report financials to the KDHS Treasurer
- Complete daily/weekly cash reports
- Conduct bank deposits

Giftshop and office management

- Develop and maintain vendor relationships and service providers
- Maintain gift shop inventory and issuing payments to vendors
- Order office and gift shop supplies as approved, process museum purchase orders and invoices, and maintain related department files accordingly

General

- Manage employee benefit programs and employee-relation issues including WCB
- Maintain working knowledge of DDC and WorkSafe BC policies and procedures for employees and volunteers

Doukhobor Discovery Centre

- General record keeping and office management – including directors manuals and cataloguing KDHS meeting minutes
- Support board by preparing meeting materials
- Oversee insurance policies/ renewals/ claims/ and other subscriptions
- Answer phones and take/check messages
- Assist Museum Director with project management
- Collaborate with the Director to complete any other duties recommended by the KDHS board to ensure proper function of the DDC

Leadership

- Collaborate with director to ensure smooth operations and good communication
- Supervision of the museum in the absence of the director
- Aid with supervising summer students
- Attend DDC events and fundraisers
- Assist with developing and maintaining positive relationships with stakeholders, local governments, community groups, schools, KDHS members, and the general public.
- Cooperate with the Director to create and maintain strong relationships with all DDC property renters and lessees.

Miscellaneous

- Light gardening and building upkeep
 - Water plants, deadhead flowers, weed, and shop for and plant flowers in spring
 - Dusting, sweeping, vacuuming, wiping down surfaces, etc.

Requirements:

- Experience or knowledge of Quickbooks
- Experience or knowledge of Squareup or comparable POS systems
- Experience with office equipment such as computers, printer systems, and cash registers

Benefits:

- Health, dental, and vision plan

As our ideal candidate, you are detail-orientated, self-motivated, and are a positive team player. Knowledge or experience with QuickBooks is essential.

The Office Manager is expected to conduct themselves appropriately at all times while attending to their work schedule, community meetings, and events. Appropriate casual attire is expected. Appropriate representation of culturally sensitive information, material and artifacts is expected. Knowledge of Doukhobor and local history is an asset but is not a requirement for this position. Confidentiality and responsibility of all DDC operations relating to the position of Office Manager is expected at all times.

Submission of a Criminal Record Check/Vulnerable Sector Check prior to the formal start date

Cover letters and resumes can be emailed to info@doukhobor-museum.org

Application Deadline: September 6, 2026