

# FORT TICONDEROGA AMERICA'S FORT™

## **Assistant to the Dir. of Finance & Business Operations** Status: Full-Time Salary

### **Primary Purpose of Position:**

This position will support Fort Ticonderoga's Dir. of Finance & Business Operations, gaining experience in many aspects of the organization and becoming an essential member of a close-knit team. All work should be performed in an efficient and friendly manner. It is vital that the Assistant is informed and enthusiastic about the many experiences and programs at Fort Ticonderoga as well as the products that are served. Fort Ticonderoga is an independent non-profit organization and your work serves the mission of the organization.

### **Responsibilities:**

- Answer phone and e-mail inquiries
- Take reservations
- Maintain complete filing system to support financial records
- Record day to day financial transactions
- Generate reports
- Assist with 1099 Processing
- On-the-ground business unit support
- All other duties as assigned
- Assist with management of online store orders

### **Qualifications:**

High school diploma required, two-year degree preferred. This position requires strong oral and written communication skills and a high degree of computer literacy. The candidate must be proficient with Microsoft Office programs. A knowledge of QuickBooks is ideal.

### **Schedule:**

Must be flexible, able to work weekends and some evening shifts may be required.

***To apply send letter of interest and resume to Sydney Collier, Director of Finance & Business Operations, Fort Ticonderoga Association, P.O. Box 390, 30 Fort Ti Road, Ticonderoga NY 12883 or e-mail [scollier@fort-ticonderoga.org](mailto:scollier@fort-ticonderoga.org). For more information, call (518) 585-2821. For additional information on Fort Ticonderoga, visit [www.fortticonderoga.org](http://www.fortticonderoga.org). Application deadline is March 10<sup>th</sup>. Fort Ticonderoga is an equal opportunity employer.***