

JOB OPPORTUNITY

Data Entry Specialist

Position Overview

Fitchburg Art Museum (FAM) seeks a half-time (20 hours/week) Data Entry Specialist to manage software, databases, accounting and CRM systems for a dynamic non-profit art museum with a collaborative staff and board. Reporting to the Accounting Manager, the position has a critical role, ensuring the accuracy and precision of important financial and fundraising data. The position works closely with FAM's Director, Deputy Director/Curator, Director of Development, and HR Manager.

Why choose FAM

The Fitchburg Art Museum (FAM) is a catalyst for learning, creativity, and community building through its exhibitions, education programs, community partnerships, and creative economy initiatives. All our endeavors at the Fitchburg Art Museum reflect our commitment to art, education, and the greater community.

FAM is led by a visionary director and solidly aligned Board of Trustees and is supported by a sustaining endowment. The Museum has been vital to the history, identity, and culture of Fitchburg, Massachusetts for 100 years. FAM's mission is focused on art, education, and community well-being, and the Museum is deeply committed to the people of our region. FAM's exhibitions of American Art, African Art, photography, and New England contemporary art are top-notch, and we enjoy deeply rooted partnerships with the Fitchburg Public Schools and Fitchburg State University.

As one of Fitchburg's anchor institutions, FAM participates in local economic redevelopment efforts, including the Fitchburg Arts Community; 68 units of artist-preference affordable housing in three buildings directly across the street. As a bilingual museum, FAM serves our 40%+ Latino communities. FAM's staff are passionate, earnest, creative individuals who thrive in a healthy, collaborative, and respectful workplace culture. This is a significant opportunity to make a real positive contribution at a beloved institution, and in a rapidly revitalizing and diverse community. For more information: www.fitchburgartmuseum.org

The Data Entry Specialist position at FAM must be proficient in typing and be able to pivot between applications. The successful candidate will demonstrate ethical financial stewardship, integrity, confidentiality, strong multitasking and problem-solving skills, and a commitment to fostering an inclusive, respectful, collaborative, and compassionate culture aligned with FAM's Mission, Institutional Core Values, and Strategic Plan.

> FY24 – FY28 Strategic Plan

Primary Responsibilities

The following are a broad range of financial and administrative duties that the Data Entry Specialist's is responsible for:

- Implement data entry of the Museum's financial records and accounting system, including general ledger and accounts payable and receivable.
- Generate monthly, annual, and as-needed financial and operational reports.
- Implement data entry for checking, savings, credit card, investment, and cash account transactions.
- Data scanning, filing, storage and retrieval
- Data analysis and adhere to the database document retention policy
- Maintain data standards and quality control practices to ensure accuracy and consistency of data
- Deliver database related reports and data analysis projects.
- Work with the Accounting Manager in support of the annual operating budget and external auditors in support of annual audit.
- Assist with staff compensation and benefits software and data.
- Assist FAM Development staff with CRM data and issues.
- Recommend improvements to technology-driven systems.
- Work across departments to improve FAM's usage of information and data technologies.

Qualifications

- Minimum of an associate's degree in Business Administration, Information Systems or other related field, preferably
- Minimum of 3 - 5 years' practical experience in data entry and data management, preferably in a non-profit environment.
- Proficiency with QuickBooks Online, Bill.com, Ramp.com, Paychex (or comparable software), CRM systems like Altru/Blackbaud and Microsoft Office. Strong Excel and Google Workspace skills.
- Demonstrated ability to communicate professionally and effectively.
- Strong attention to accuracy and detail. Ensure confidentiality standards and guidelines are always met in accordance with FAM's core values.
- Ability to manage multiple projects and work across departments.

Salary range \$20-25K starting salary (20 hours/week) commensurate with qualifications and experience. Will consider a flexible hybrid schedule

To Apply Please send the following documents by September 18, 2026, to FAM Director Nick Capasso at careers@fitchburgartmuseum.org: letter of interest, resume, and three reference contacts. Please attach these documents to an e-mail message with this subject line: FAM Data Entry Specialist. We seek to fill this position as soon as possible. Fitchburg Art Museum is committed to building a diverse and inclusive workforce.