



**FISCAL ASSOCIATE/PAYROLL**  
**Full Time Position**  
**For Citywide Arts in Education Organization**

**About the Organization:**

For 39 years ArtsConnection has provided innovative arts programming to millions of students in the NYC public school system, enhancing their intellectual, social and emotional growth, while developing groundbreaking educational models. Each year, ArtsConnection partners with over 120 schools across all five boroughs, reaching students in grades pre-K-12, through programs taught by a culturally diverse faculty of professional artists in media, theater, dance, visual art and music. During the out-of-school hours, ArtsConnection's programs link NYC's vast cultural resources to the developmental and educational needs of teenagers.

**About the Position:**

- Prepare, maintain and process bi-weekly payroll for up to 110 employees
- Prepare, maintain and process employment contracts
- Prepare and enter payroll journals and related schedules
- Prepare and cut accounts payable checks
- Prepare contracts

**Qualifications:**

- BA degree required (accounting major or related subject a plus)
- Minimum of 2 years of experience in a similar position
- Excellent database and Microsoft Excel skills (pivot tables, formulas, etc.) required
- Knowledge of basic accounting, with accounts payable experience
- Excellent customer services skills
- Blackbaud experience a plus

DEADLINE FOR APPLICATIONS: November 20, 2017

Salary commensurate with experience; excellent benefits

Letter and resume only to:  
Deputy Director for Finance  
ArtsConnection  
520 Eighth Avenue, Suite 321, 3<sup>rd</sup> Floor  
New York, NY 10018

or

Email: [jobquery@artsconnection.org](mailto:jobquery@artsconnection.org)  
Subject line: Fiscal Associate Position

ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.

No calls please.