



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

**About the Organization:**

For 42 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 125 artist employees
- Manage on-boarding, employment contracts and all related aspects of artists payroll and personnel documenting
- Prepare and enter payroll journals and related schedules
- Prepare and cut accounts payable checks and manage Amx. company charges
- Manage general accounting duties, related to daily postings and journal entries

**Qualifications:**

- BA degree required (accounting major or related subject a plus)
- Minimum of 3 years of experience in a similar position
- Excellent database and Microsoft Excel skills (pivot tables, formulas, etc.) required
- Accounting experience in all areas: payroll, accounts payable, journal entries
- Excellent customer services skills
- Blackbaud experience a plus

**DEADLINE FOR APPLICATIONS: Monday, September 27, 2021, 9:00 am**

Salary \$45,000; excellent benefits, in-person and virtual work

Letter and resume only to:  
Deputy Director for Finance  
ArtsConnection  
520 Eighth Avenue, Suite 321, 3<sup>rd</sup> Floor  
New York, NY 10018  
Email: [jobquery@artsconnection.org](mailto:jobquery@artsconnection.org)  
Subject line: Fiscal Associate

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.