



ACCOUNTANT & FINANCE MANAGER

About the Organization:

For over 40 years ArtsConnection (AC) has been one of New York City's most comprehensive arts education organizations with programs in the performing, visual and media arts. We provide arts education that taps into students' individuality and creativity to help them forge new pathways to navigate their education and future, while building critical thinking, creative problem solving, heightened self-esteem, literacy and strong communicative abilities. Programs are led by 140 racially, ethnically and culturally diverse teaching artists whose distinctive and varied artistic perspectives inspire, guide and support students. Each year, AC partners with NYC public schools (grades pre-K through 12) across the five boroughs, providing artist residencies, professional development for teachers and artists, and family arts events. Out-of-school-time (OST) Teen Programs link the city's cultural resources to the developmental and educational needs of teens, while providing space for artistic expression, experiential learning, career and leadership development. Our work, while rooted in New York City, has been an award-winning and sought-after model on a national scale.

We are intentionally building a path towards equity by:

- Using the arts as a platform to imagine an alternative future
- Integrating the processes developed by the organization-wide Community Care-Diversity, Equity, Inclusion, and Access Committee and understanding that we all have a place in this work
- Identifying and uplifting the assets that exist within our community of young people, artists, educators and arts leaders/administrators
- Transforming policies, procedures, practices, and programs (e.g., shifting our artist and staff hiring processes to be more equitable)

About the Position:

Reporting primarily to the Deputy Director for Finance, the Accountant & Finance Manager supports the organization's ongoing fiscal operations, with secondary responsibilities as an HR generalist.

Responsibilities

- Prepare, maintain and process bi-weekly payroll for 30+ staff, and maintain the payroll database
- Serve as point of contact for Paycom platform, including providing ongoing staff training and support
- Manage accounts receivables, invoicing, and collections, including coordination with other staff for processing of transactions
- Manage cash, including deposits, postings, generating updated cash reports, monitoring bank, bank recs, etc.
- Execute general accounting duties, including preparing journal entries and schedules, audit and compliance preparation, etc.
- Execute general HR duties, including benefits administration and on-boarding and off-boarding staff, serve as point of contact for staff for benefits enrollment and other inquiries
- Collaborate with Deputy Director for Finance to implement fiscal policies and procedures and collaborate with Deputy Director for Strategic Operations to develop and implement HR policies and procedures across the organization, including documentation and dissemination of policy information

Qualifications

- Bachelor's degree in accounting/finance or related subject, or experience equivalent to such degree

- Minimum of five years' experience in nonprofit finance/ accounting, ideally with some HR experience
- Excellent computer skills, including advanced knowledge of MS Excel, prior experience with databases and accounting software, Blackbaud platform strongly preferred
- Prior payroll experience, familiarity with Paycom preferred
- Prior experience with accounts receivables, including previous experience with NYC DOE or other city agencies
- Experience with and understanding of the importance of equity, diversity, inclusion, and access in all decision-making as outlined in our [EDIA Values Statement](#)
- Strong interpersonal skills for internal communication and collaboration, and interfacing with external partners and vendors
- Highly organized with strong oral and written communication skills
- Interest in the arts, public education, and youth development

Salary Range: \$65,000-\$75,000 commensurate with experience, generous benefits included

Hours: 35 hours per week (7 hours per day Mon-Fri)

This is a hybrid position with in-person attendance at our office in Midtown Manhattan required for a minimum of 1 full day per week.

In compliance with NYC Department of Education requirements, all ArtsConnection employees must show proof of vaccination unless they have been granted reasonable accommodation for religious or medical reasons. This request must be met by date of hire.

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.

Please email resume and cover letter to: JobQuery@artsconnection.org

Subject line: "Accountant & Finance Manager"

No calls please

Deadline to apply: Monday January 16, 2023