



LINKING LEARNING AND THE ARTS

## FINANCE ASSOCIATE

### 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 to the Deputy Director for Finance, and serving as a member of the team, the Finance Associate is responsible for the accuracy and timeliness of payroll, accounts payable, accounting duties. They must be highly motivated, organized, possess a learning mindset, and be an excellent communicator.

### **Responsibilities include, but are not limited to:**

- 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 journal entries and update related schedules
- Prepare and cut accounts payable checks and manage Amex. company charges
- Conduct general accounting duties, related to daily postings and journal entries
- Assist as needed with the monthly and year-end close
- Strive to find efficiencies in the processes within the finance department

Support the Deputy Director and Accounting/Finance Manager as needed

### **Qualifications:**

- Bachelor's degree in accounting/finance or related subject, or experience equivalent to such degree/certification
- Minimum of 2 years of payroll related skills, knowledge, and experience
- 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/Financial Edge experience a plus

**Compensation and Benefits:**

FT Salary: \$50,000-\$60,000

Paid vacation, sick/personal leave, holidays and bonus days

Employee Health, Life, Vision, and Dental Insurance

Flexible Spending Plan, 403(b) retirement plan

In-person attendance required, current minimum 1 day per week: including Thursdays (pending any external extenuating circumstances); attendance at occasional school programs, and/or evening and weekend events required.

**In accordance with current NYC Department of Education requirements, all ArtsConnection employees must be fingerprinted and 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.

Resume and Cover letter to: [jobquery@artsconnection.org](mailto:jobquery@artsconnection.org)

No calls please