



FINANCE ASSOCIATE (PART-TIME, HOURLY)

About the Organization:

For over 45 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 in their education while building critical thinking, creative problem solving, heightened self-esteem, literacy, and strong communication abilities. Programs are led by over 100 racially, ethnically and culturally diverse teaching artists whose distinctive and varied artistic perspectives inspire, guide and support students. Each year, AC partners with over 70 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 under our *Joyful and Liberatory Arts Environment* Framework, encouraging student autonomy through the artistic process. 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, activating ArtsConnection's curricular Framework
- Integrating the processes developed by the organization-wide Community Care and 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 (I.e. shifting our artist and staff hiring processes to be more equitable)

About the Position:

Reporting to the Senior Director for Finance, the Finance Associate is responsible for the accuracy and timeliness of payroll, accounts payable, and other accounting duties.

Responsibilities include, but are not limited to:

- Lead preparation of biweekly artist payroll, including coordination with Programs staff to confirm hours and preparation/ entry of payroll journal entries and related schedules
- Manage accounts payables, including timely preparation, printing, and distribution of checks and cash disbursements
- Contribute to monthly bank reconciliations, including downloading bank activity reports and making entries
- Conduct general accounting duties as needed, related to daily postings and journal entries
- Other duties as assigned by supervisor

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; familiarity with ADP Total Source a plus
- Excellent database and Microsoft Excel skills required
- Accounting experience in all areas: payroll, accounts payable, journal entries
- Blackbaud/Financial Edge software experience a plus

Compensation and Benefits:

- Hourly rate: \$35.00
- Paid sick leave (accrued based on hours worked) and holiday pay (when a scheduled working day falls on one of our organizational holidays)
- Elective participation in 401k retirement plan

The position is structured at 14 hours per week, scheduled as two full days of 8 hours (7 working hours plus a 1-hour unpaid meal break). The standard working hours will be 9:30am-5:30pm. In-person attendance will be required in the office for the full day on Monday and Thursdays. In time, some remote work may be permitted with supervisor approval, but weekly in-person attendance of a minimum of one full day will be required. Other occasional in-person hours may be required by the supervisor to fulfill essential tasks.

In accordance with current NYC Department of Education/NYCPS requirements, all ArtsConnection employees must complete fingerprinting clearance and maintain "eligible" status in the Personnel Eligibility Tracking System (PETS) database. A criminal background check and SSN verification is also required for select employees who regularly have access to highly sensitive information as part of their role; such a check will be required for this position. ArtsConnection is committed to following all applicable laws and regulations regarding the conducting of background checks and any actions that may happen following the completion of a check.

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.

To apply, submit a resume and Cover letter to: jobquery@artsconnection.org

Subject line: Finance Associate