



Staff Accountant

Reports to: CEO

Classification: Exempt, Full-Time

Benefits: Vacation and sick pay, health benefits

Schedule: M-F 8:30-5:30; non-standard including occasional evenings and weekends

Salary: \$45,000 - \$55,000

Start Date: ASAP

Purpose

This position provides essential accounting functions, analysis, reporting, and departmental systems leadership for all of the Armory Arts Center entities. Requirements: computer proficiency; organization; accuracy; ability to work within a team; effective communication skills; self-directed; able to sit for long periods and perform keyboarding tasks. Not required, but important: aptitude for numbers/quantitative skills; ability to think critically and solve problems, versatile.

Job Duties and Responsibilities

Basic Duties

- Proficiency in QuickBooks Online is required. Other platforms such as online banking, Art Center Canvas, Square and any other systems adopted by the organization to support financial and administrative functions will be required learning.
- Maintain daily transactions in Quickbooks Online
- Review & post all invoices presented for payment and invoices created for clients

Monthly

- Perform the monthly closing process including the reconciliation of all balance sheet accounts and preparation of financial statements.
- Prepare and distribute monthly department P&Ls.
- Promote and assist with interpretation and understanding by managers.
- Prepare and submit monthly sales and use tax reports.

Annually

- Assist in the preparation of the annual audit and support the annual audit initiative

Administration

- Conduct financial analysis as needed or requested
- Perform related duties as assigned by the supervisor
- Maintain security and safety requirements as defined by operations guidelines
- Maintain compliance with all company policies and procedures

Engagement

- Maintain professional working relationships with teammates, fellow staff members from other departments, vendors, patrons, and tenants of leased spaces
- Develop and maintain a professional relationship with bank contacts, board members, vendors, clients, and patrons as necessary to conduct the organization's business affairs
- Represent the Armory Arts Center AMP as requested



Staff Accountant

Required Qualifications

Education

Associates degree (accounting or finance preferred) or demonstrated relevant equivalent experience.

Experience

- Minimum two years of previous work history in bookkeeping or accounting preferred. Experience with non-profit organizations would be helpful.
- Ability to talk, listen and speak clearly

Knowledge, Skills, and Abilities

- Comfortable with consistently adhering to the highest standards of integrity, professionalism, ethics, and confidentiality
- An ongoing desire to learn and improve
- Ability to make decisions in a fast-paced work environment
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Strong communications skills and the ability to interact with many different types of people
- Ability to work independently as well as with others to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.

Preferred Qualifications

- Experience in a non-profit arts organization.

Working Conditions

This is a full-time position with work hours occasionally outside regular business hours; evenings and weekends. Work in the office is typical and important to build the esprit de corps among the team. The work is largely behind a desk and in meetings in the office and elsewhere. Some travel may be required but is not typical. The art center is a public venue, so interacting with the public and artist volunteers is typical.

Apply

In one PDF send cover letter, resume and five (5) professional references. *(There is no relocation or interview travel stipend available for this position.)* Email resume to employment@armoryart.org In the subject: Staff Accountant

No phone calls.

About the Armory Art Center

Housed in a 1939 art deco building, the Armory Art Center provides art classes for artists of all ages and abilities, exhibitions, art salons, lectures, and special events. Nearly 100 courses, held in 12 state-of-the-art studios, are offered in ceramics, digital arts, drawing, jewelry, painting, printmaking, fibers, sculpture, welding, and wood turning are offered each year.

Mission

The mission of the Armory Art Center is to inspire the creation and experience of art. The Armory's vision is to become a leading artistic and cultural center.