



## **Accountant**

**Salary Range: \$42,000-\$52,000 a year**

### **Reports To**

Executive Director

### **Job Overview**

The Accountant is responsible for overseeing the daily financial and administrative operations of The ArtCenter including budget management, payroll, HR, maintaining best practices and internal controls for company finances. Modeling and promoting a commitment of diversity, equity and inclusion within TAC's education programming internally and externally.

### **Responsibilities and Duties**

- In collaboration with the Executive Director, oversee daily financial operations including entering and paying bills, preparing deposits, processing payroll and the proper allocation of funding and costs. The bookkeeper will work with the accountant to execute financial strategies and processes including annual operating budget, annual audits, and 990 tax preparation.
- Work strategically with Development Team on grants, processes and reports.
- Advise and manage contract commitments and expenditures to ensure consistency with budgeting.
- Manage and maintain employee policies and procedures handbook.
- Work with TAC staff to prepare budgets and strategize on program revenue that will drive positive business performance.
- Serve as the chief human resource team member for TAC staff ensuring all HR policies and procedures are followed in compliance with state and federal labor laws.
- Oversee employee recruitment and onboarding with TAC staff and contractors as appropriate.

- Provide support to the organization’s Board of Directors, including support to the Finance Committee and Board Treasurer, as well as support for full board and committee meetings.
- Manage the organization’s accounting procedures.
- Ensure TAC compliance with all required agencies and groups.

## **Qualifications**

- Strong understanding of Generally Accepted Accounting Principles (GAAP).
- Attention to detail with superb organizational skills.
- Professionalism in handling confidential information.
- Excellent interpersonal and communication skills.
- Solid proficiency in Microsoft Office and Quickbooks Online accounting software. Proficiency with bill.com, Neon, Paylocity and Homebase platforms preferred.
- Management experience supervising staff, managing budgets, and effectively handling multiple priorities and projects •
- A minimum of three years relevant experience.
- Proven ability to build and nurture a diverse, respectful, and positive working environment
- Demonstrated ability to work independently, keep organized in a fast-paced environment, manage simultaneous tasks, and adjust strategy to changing demands.
- Strong understanding of accounting and office operations and procedures, including bookkeeping, contract management, and compliance with federal, state, and local regulations and laws related to nonprofit corporations.
- Demonstrated ability to work well with a diverse Board of Directors.
- Ability to meet deadlines and to work independently and as part of a team.
- Demonstrated commitment to all persons without regard to race, sex (including pregnancy, sexual orientation or gender identity) national origin, disability, age (40 or older) or genetic information (including family medical history) or any other characteristic protected by law.
- Commitment to work collaboratively and respectfully toward resolving obstacles and conflicts.

## **To Apply**

Please send a cover letter and resume to [wsmith@artscenterlive.org](mailto:wsmith@artscenterlive.org)