

CROSTOWN ARTS

Crosstown Arts is hiring an *Associate Accountant* to process day-to-day accounting tasks for a multidisciplinary non-profit arts organization. The ideal applicant is detail-oriented, organized, and collaborative, with a cheerful attitude.

SUMMARY

This *Associate Accountant* is responsible for accounts payable, journal entries, reconciliations, invoicing, and report preparation.

The *Associate Accountant* reports directly to Crosstown Arts' Controller and to the Executive Director and works closely with other finance staff.

DUTIES AND RESPONSIBILITIES

- Code and enter invoices and credit card transactions from a variety of vendors
- Process outgoing checks and payments
- Research and resolve all current and outstanding accounts payable issues with vendors
- Manage incoming email, calls, and correspondence from internal departments and outside vendors
- Process and file annual 1099 forms
- Prepare journal entries and reconciliations
- Invoice customers
- Create department reports
- Maintain contact with internal and external customers providing consistent accessibility and a high level of customer service
- Order office supplies and manage inventory
- Provide general administrative support to management as directed
- Other duties as assigned

REQUIRED SKILLS

- Understand and apply generally accepted accounting principles and control procedures
- Maintain a positive attitude in a supportive role to finance department staff
- Follow directives with precision and complete new and repeating tasks in a timely manner
- Demonstrate honesty, truthfulness, and integrity in professional dealings
- Manage multiple priorities and meet deadlines
- Adapt to existing methods, policies, and procedures of the organization
- Establish and maintain effective and congenial working relationships with representatives of various groups, vendors, and co-workers
- Interact with people from a variety of backgrounds
- Solve problems with staff and vendors while sustaining a high level of congeniality and professionalism
- Work independently in a quickly changing environment

REPORTING

This position reports directly to Crosstown Arts' Controller and to the Executive Director

QUALIFICATIONS

- Bachelor's or associate degree in accounting
- 0-3 years of experience in an accounting or bookkeeping position
- Understanding of GAAP and internal control
- Proficiency in Microsoft Excel
- Experience with QuickBooks Online preferred

THIS POSITION REQUIRES AN ONGOING COMMITMENT TO THE FOLLOWING CHARACTERISTICS:

ADAPTABLE AND FLEXIBLE. Ability and willingness to accommodate ongoing modification to all tasks, plans, and projects, including regular interruptions to workflow.

PROMPT AND TIMELY COMMUNICATOR. Ability to manage a demanding level of correspondence in all forms of communication. Especially important are excellent written and verbal communication skills.

COLLABORATIVE. Eagerness to work collaboratively with Crosstown Arts' staff.

ORGANIZED. Ability to manage a high volume of information and tasks for multiple projects simultaneously, at varying levels of completion.

ACCOMMODATING. Ability to seek out supportive solutions to accommodate guests and participants in all Crosstown Arts' spaces - including the general public (as well as artists, musicians, and event organizers) - to realize the full potential of their creative vision whenever possible.

GRACIOUS WITH PEOPLE. Ability to work under pressure and maintain a composed, focused, affable, courteous, and supportive demeanor when interacting with idiosyncratic and distinctive personalities during sensitive situations, with the clear understanding that unprofessional, unkind, or unfriendly interactions with the public or other staff members are not acceptable under any circumstances.

ENTHUSIASTIC, ENERGETIC, AND POSITIVE. Ability to sustain an ongoing spirit of positivity in high-pressure and demanding situations. Great level of passion and enthusiasm surrounding delegated projects, programs, and promotional campaigns.

RECEPTIVE. Ability and willingness to take on a wide range of responsibilities ranging from simple tasks to highly detailed directives in order to complete projects.

ATTENTIVE TO DETAILS. Ability to maintain focus on and adjust to the constantly emerging details unique to each situation, ranging from visual/space needs to interpersonal requests from other staff and event participants.

ASSERTIVE, DETERMINED, AND FOCUSED. Ability to stay on task, to work under pressure within given deadlines, to problem-solve, and to proactively find solutions to obstacles in resourceful ways, seeing all projects through to completion.

BENEFITS AND COMPENSATION

This is an hourly, full-time position eligible for all Crosstown Arts' benefits. Pay begins at \$40,000 and is commensurate with experience and skill level. Benefits include: three weeks PTO, (12) paid holidays, (80) work from home hours, parental leave, bereavement leave and pay, paid full coverage health insurance, voluntary dental and vision insurance options, up to \$25,000 paid life insurance, and 401(k) plan.

TO APPLY

Please send a cover letter, resume, and references online via email to jobs@crosstownarts.org. Crosstown Arts is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, and disability.

OVERVIEW

Crosstown Arts is a contemporary arts center with multiple music venues, performance and exhibition spaces, art-making facilities, and a multidisciplinary artist residency program, offering a diverse range of programming, all with immediate access to healthcare, wellness, and childcare resources.

The mission of Crosstown Arts is to further cultivate the creative community in Memphis by providing resources and opportunities to inspire and support a wide range of audiences.

Crosstown Arts is the creative centerpiece within Crosstown Concourse, a one-million square-foot adaptive reuse of the historic Sears building, constructed in 1927 and once a major distribution center and retail store for Sears, Roebuck & Co. in Memphis, Tennessee. The larger Crosstown Concourse complex is a vertical urban village grounded in arts, education, and healthcare. It includes a charter high school for arts and sciences, graduate programs in education, health and wellness disciplines, grocery and marketplace, commercial/office, and a diverse range of residential living spaces. This collective vision of collaboration and sharing of resources to benefit the neighboring community and the city at large is the unifying quality that connects all the programming, spaces, tenants, and services of Crosstown Arts and Crosstown Concourse.