

Job Title: Director of Finance/Senior Accountant
Reports To: Senior Vice President, National Advancement
Position Type: Full-time/Exempt, Salaried/Benefits

Artspace Overview

Artspace's mission is to create, foster, and preserve affordable and sustainable space for artists and arts organizations.

Artspace is the nation's leading nonprofit developer for the arts. We're a unique organization made up of passionate people from all sorts of backgrounds – developers, architects, artists, urban planners, activists, bankers, writers, arts administrators – and we all share a passion for Artspace's mission and the communities we serve.

Position

Artspace is searching for a skilled Finance Manager/Senior Accountant to join our finance team.

Our ideal candidate will have 8+ years of experience and/or education in accounting. This candidate will be a tech savvy multitasker with sharp excel skills.

Ideally, having experience with Great Plains/Management reporter software or similar.

This person will be responsible for the full accounting cycle including year-end reports for our audit team.

We are looking for someone who can work independently, communicate well, and flex their organizational and time-management skills.

Primary Responsibilities

- **Financial statement preparation**
 - Prepare monthly financial statements. Present quarterly financials and a variance report to the finance committee of the board of directors.
- **Manage and assist Finance Team**
 - Work with AP and AR managers to reconcile and report on balances.
 - Reconcile Bank statements, AR and AP. Prepare journal entries.
- **Manage and assist payroll managers and HR manager**
 - Record the bi-weekly payroll journal entry, make retirement and H.S.A deposits, maintain retirement plan, miscellaneous payroll reporting (1095's, workers compensation audit) and monthly payroll allocations.
- **Maintain the General Ledger**
 - Prepare Journal entries and reconcile accounts as necessary.
- **Maintain files and documents**
 - Maintain records and documentation.
- **Grant and Loan Reporting**
 - Assist our National Advancement team to report on financial expenditures of the grants received.
- **Banking**
 - Maintain banking relationships and oversee the banking portals, payment portal and CC program.
- **Year-end preparation**
 - Prepare YE schedules for auditors.

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Skills and Qualities that We Value

- **Excellent communication** – written, in person, on the phone, and via videoconferencing
- **Attention to detail**
- **Savvy on the computer** – We use Microsoft Office (MS) for Mac, MS Great Plains accounting software, Management Reporter, Property Site Manager, and Excel.
- **Professionalism** – a punctual and responsive self-starter who works well in a fast-paced environment.
- **Positive attitude** – we enjoy working across regions and cultures and hope you do too.
- **Creative thinking and problem solving** – we work as a team and value new ideas in our increasingly complex organization.
- **Awareness and respect** – we approach affordable space through the lens of diversity, equity, inclusion, and access.

Compensation & Benefits

- Full-time position with benefits including employer paid medical and dental coverage, HSA with employer contribution, 403b with employer match, 11 paid holidays and more
- **City:** Minneapolis, MN
- **Salary:** \$80,000 - \$95,000 Annually, DOE
- **Classification:** Full-time, Exempt / This position is a hybrid position due to COVID-19, applicants can expect to work 3-days in office and 2- days remote temporarily.
- Artspace provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex, or age.

COVID-19 Policy

In an effort to curb the spread of the COVID-19 virus, Artspace has adopted a policy of mandatory vaccination for all staff.

How to Apply

To apply, please follow this link to Indeed:

<https://www.indeed.com/job/director-finance-senior-accountant-e4ceb855621a355f>