

Accountant/AP Manager Full Time

Artspace is a nonprofit arts organization specializing in creating, owning, and operating affordable spaces for artists and creative businesses. These spaces include live/work apartments for artists and their families, working artist studios, arts centers, commercial space for arts-friendly businesses, and other projects.

We are looking for a full time experienced accountant who is detail oriented and tech savvy. The position offers a lot of variety and room for growth. Primary responsibilities include:

- Code, Post and pay bills weekly
- Manage employee expense reports and credit cards
- Maintain AP vendor files and generate year end 1099's
- Make timely deposits and post cash receipts
- Maintain AR and generate monthly statements, invoices and record customer receipts
- Bank Reconciliations
- Generate project reports
- Maintain audit schedules
- Project reports
- Quarterly Sales tax returns
- Maintain the books for several small entities
- Various accounting worksheets and schedules

Qualifications:

- Bachelors degree in Accounting, Finance or Business Management preferred
- 2-4 years Non-profit accounting experience preferred
- AP experience preferred
- Great Plains and excel software experience preferred
- High proficiency with excel, word and MAC/PC operating systems preferred

Artspace offers a competitive salary with excellent benefits which include generous (PTO), Holiday pay, Health Insurance, Dental Insurance, funded H.S.A., retirement plan with a 5% match, life and disability insurance. The position is available immediately.

To apply: Please send resumes to Lori Pope at lori.pope@artspace.org.