

Artspace Projects, Inc.

Founded in 1979 and based in Minneapolis, Minnesota, Artspace is the nation's leading nonprofit real estate developer for the arts. Our mission is to create, foster, and preserve affordable space for artists and arts organizations.

JOB TITLE	Accountant/Bookkeeper
POSITION TYPE	Full-Time (with benefits)
JOB DESCRIPTION	

Job duties include but not limited to:

- **Maintenance of general ledgers for smaller companies**
- **Management of accounts receivable and accounts payable modules**
- **Preparation of daily deposits and disbursements**
- **Monthly financial statement preparation**
- **Assist with completion of annual audits**
- **Special projects as assigned**

Qualifications

- **General Accounting Knowledge Preferred**
- **Experience with Excel and Word Software**
- **Experience with Great Plains is helpful but not required**
- **Able to work independently and in a team environment**
- **Tech Savvy**
- **Detailed Oriented**
- **Possess Integrity**

This is an entry-level position, so formal accounting experience is not required.

HR Contact:	Freddie Houston Freddie.Houston@artspace.org 612-333-9089 (fax)
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**Interested applicants please email or fax resume*

Artspace Projects is an Equal Opportunity Employer