

**Job Title:** Staff Accountant, Finance Team  
**Position Type:** Full-time, 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 Summary

We are looking for a skilled Property Accountant to join our finance team. We prefer someone with 3-5 years of experience and/or education in accounting. This person will be responsible for maintaining the books for various real estate projects in our portfolio of 50+ projects. This person will be responsible for the full accounting cycle including year-end reports for our audit team.

Everyone here wears multiple hats, so the ideal candidate is a flexible multi-tasker. We are looking for someone who can work independently, communicate well, and flex those above-average organizational and time-management skills.

**This is an entry to mid-level role within the organization. Recent grads encouraged to apply!**

## Primary Responsibilities

- **Manage payables**
  - Record incoming payables and pay vendors on a timely basis ensuring adequate cash balance
- **Manage receivables**
  - Record incoming rent payments, prepare monthly rent invoices and statements, and manage tenant inquiries
- **Financial statement preparation**
  - Prepare monthly financial statements on a timely basis and report to the asset management team
- **Maintain files and documents**
  - Maintain vendor payable files, tenant files and general information for each project
- **Year-end preparation**
  - Work with the finance team to prepare YE schedules for auditors
  - Prepare 1099 forms
- **Maintain the General Ledger**
  - Create periodic journal entries as necessary

## 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

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## Compensation & Benefits

- **Salary:** \$38,000—\$45,000 annually, dependent on qualifications
- **Benefits:** Medical and dental coverage, Health Savings Account (HSA) with employer match, 403(b) savings plan with employer match, and more

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. Additionally, masks are encouraged for all visitors and staff while not working at designated work-stations.

## How to Apply

To apply, please follow the link below to Indeed:

<https://www.indeed.com/job/staff-accountant-bed4c434647ae3ef>