

Friday, April 5, 2019

Bookkeeper (contract position)

Company: Green Space
Location: Long Island City, NY
Compensation: TBD

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Dance Entropy/Green Space is looking for a contract bookkeeper to assist with monthly financial reconciliation. Confidentiality, excellent organization skills and attention to detail, and the ability to meet strict deadlines are important qualifications for this position. Knowledge of Quicken and Quickbooks is required. Bachelor's Degree in Accounting or similar degree preferred. Familiarity with arts organizations a plus. Compensation: Hourly consultant rate to be discussed.

This is a contract position. The ideal candidate will work with the Executive Director at Green Space's office 1-2 times per month during business hours (no weekend or evening hours; exact times to be discussed based on availability).

To apply, please send a cover letter, resume and 1 or 2 references to Whitney Janis, Programs Manager, at Whitney@GreenSpaceStudio.org

Green Space
37-24 24th Street Suite 212
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718-956-3037
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For more information:
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