

Monday, March 28, 2022

## Full-Time Fiscal Associate

Company: Pentacle  
Location: New York, NY  
Compensation: Salary: \$45,000 - \$50,000

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Pentacle Logo

### About Pentacle:

Pentacle's mission is to design and provide unique and robust programs of support for performing artists at critical stages in their careers. At the same time, Pentacle enriches the cultural landscape through cross-sector partnerships in multiple communities across NYC and the U.S. Since 1976, Pentacle has been a model in the arts administration field, enabling performing artists to focus on what they do best—create art and engage with audiences. To learn more about Pentacle's mission, history, and programs, visit [www.pentacle.org](http://www.pentacle.org)

### About the Position

Pentacle is seeking a full-time Fiscal Associate to join its energetic and experienced staff. They will work in the Fiscal Department reporting directly to the Director of Fiscal Services, Alex Goleman. Pentacle's Fiscal Services offers fiscal support for both non-profit companies and unincorporated artists at different stages in their careers, which includes bookkeeping, fiscal sponsorship, payroll administration, and more

### Job Responsibilities:

- Bookkeeping for 501c3 arts organizations, including but not limited to debit and credit card disbursement, bill payments, A/P and A/R management, and check and deposit allocation
- Payroll Administration & Tax Filings
- Invoice Management
- Insurance Policy Coordination
- Audit Preparation
- Basic administrative tasks
- Working one-on-one with both emerging and established artists
- Correspondence with multiple artists/companies at a time
- Attendance at company staff meetings, workshops, and events

### Requirements:

- Aligns with Pentacle's mission and values
- Interest in fiscal management and administration
- Ability to work with artists in a non-profit setting
- Comfortable working individually and within a team setting
- Strong work ethic
- Excellent multi-tasker
- Great leadership skills
- Minimum 3 years of office experience
- Proficiency in essential computer software (e.g., Google Suite Apps, Microsoft Office, Zoom), and/or comfortable learning new computer software
- Must be able to work onsite at our office in NYC

### Preferred:

- Basic accounting knowledge
- Minimum of 2 years experience as a bookkeeper

- QuickBooks proficiency
- Familiarity or experience with audits
- Experience working with multiple clients

COMPENSATION & BENEFITS:

This is a full-time position (40 hours per week)

Salary: \$45,000 - \$50,000

Benefits include: Paid holidays, Paid vacation, Paid sick time, health benefits, performance ticket stipend, flexible schedule, participation in TransitCheck program

TO APPLY:

Please fill out our [Application Form](#) to apply. Please apply sooner than later if you are interested, the last day we will take applications is April 22nd. If you have any questions, please email Alex Goleman at [alexg@pentacle.org](mailto:alexg@pentacle.org).

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[< back](#)

[previous listing](#) • [next listing](#)