

OUR NEW YORK CITY DANCE

Wednesday, October 19, 2022

Fiscal Associate: Providing financial services for performing artists

Company: Pentacle Location: New York, NY

Compensation: \$18-20/hour with benefits

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FISCAL ASSOCIATE

About the Position

The Fiscal Associate 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.

Preferred Experience:

- Previous administrative experience
- Basic accounting and/or bookkeeping knowledge
- Experience working with multiple clients

We are looking for NYC-based individuals who are passionate about arts administration and serving early to mid-career artists. This is a full-time position (40 hours per week). Salary: \$18-20 per hour with benefits. Interested applicants should review the job descriptions and apply via the link provided below before October 30th, 2022.

Pentacle 40 Broad Street Suite 602 New York, NY, 10004 212.278.8111 www.pentacle.org For more information: Alex Goleman alexg@pentacle.org

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