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Finance Manager, Tickle the Sleeping Giant / Trajal Harrell

Company: Tickle the Sleeping Giant
Location: New York, NY

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Tickle the Sleeping Giant seeks a Finance Manager. Primary duties are maintaining Quickbooks online which includes: entering deposits and expenses, producing budgets and financial reports, managing company payroll and making payments to vendors, tracking cash flow and invoices, and preparing tax forms for presenters and tax information including annual 990 and 1099s and Charities Bureau. Mail pick up from Manhattan office. Part-time with flexible hours.

Qualifications: Bachelor's degree, strong computer skills and Quickbooks experience. Background in performing arts preferred.

Send resume to: cate5252@gmail.com with subject heading Finance Manager.

Tickle the Sleeping Giant
140 2nd Avenue, #404
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For more information:
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