

Wednesday, August 21, 2019

## Finance Associate

Company: The Shed  
Location: New York, NY

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### About The Shed

The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed brings together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

### About the Position

The Shed seeks a finance or accounting professional with an appreciation for the arts to play a key role in the day-to-day financial operations of the organization. Reporting to the Controller, the Finance Associate will focus on accounts payable and receivable. The ideal candidate is a collaborative problem solver, driven to create solutions and systems to support a dynamic, highly accomplished and skilled team.

Key responsibilities include, but are not limited to

- Process accounts payable and maintain vendor files
- Work closely across departments to report on contributions, pledges, ticket sales, retail sales, rentals, and special event revenue from Tessitura
- Review and record incoming revenue and reconcile across departments
- Manage corporate card expenses and staff reimbursement processes
- Engage with internal staff for purposes of financial training and budget monitoring
- Provide support for financial reporting, year-end audit, and 990 reporting
- Assist with weekly payrolls as needed
- Develop effective and efficient procedures to maximize team resources
- Perform other duties and responsibilities as assigned

### Qualifications and Qualities

- Three or more years in nonprofit finance; experience in visual or performing arts a plus
- Knowledge of nonprofit accounting principles
- A demonstrated ability to work collaboratively and independently as part of a highly motivated, energetic team
- Strong verbal and written communication skills with the ability to work toward solutions that benefit all departments
- Impeccable attention to detail, excellent organizational, planning, prioritizing, and time management skills
- Strong computer skills essential; intermediate to advanced Excel user
- Ability to multitask and work well under pressure and in a fast-paced environment

### Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

### Application Process

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page:  
[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=00f42693-e95e-4535-8e4c-c6ca6da7b138&cclid=19000101\\_000001&jobId=298667&source=CC3&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=00f42693-e95e-4535-8e4c-c6ca6da7b138&cclid=19000101_000001&jobId=298667&source=CC3&lang=en_US). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.

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[< back](#)

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