

Thursday, April 22, 2021

Pentacle | Full-Time Fiscal Associate

Company: Pentacle

Location: New York, NY

Compensation: Salary is commensurate with experience.

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About the Organization:

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. Learn more at www.pentacle.org

About the Position:

Pentacle is seeking a full-time Fiscal Associate to join its energetic and experienced staff. They will work the majority of their hours as a Fiscal Associate in the Fiscal department. The Fiscal Associate will report directly to the Director of Fiscal Services and the Executive Director as part of a collaborative team environment.

Responsibilities include:

- Bookkeeping for 501c3 arts organizations
- Payroll Administration & Tax Filings
- Invoice Management
- Insurance Policy Coordination
- Audit Preparation
- Perform basic administrative tasks as they arise
- Work one-on-one with both emerging and established artists
- Correspond with multiple artists/companies at a time
- Attend company staff meetings, workshops, and events

Requirements:

We are looking for bright candidates who are strong communicators, take initiative, and are very organized and detail-oriented. Additionally, we are looking for candidates that share our mission, have a strong work-ethic, and can successfully work on multiple projects at once. Proficiency in QuickBooks and general accounting principles, experience with Salesforce, and excellent customer service skills are preferred.

This position is full-time (30-40 hours per week).

How to Apply:

Interested applicants should submit their resume and cover letter via [THIS APPLICATION LINK](#)

If you have any questions, please contact Alex Goleman, Director of Fiscal Services, alexg@pentacle.org

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