

Monday, May 22, 2023

Arts Nonprofit Is Hiring New Fiscal Associate

Company: Pentacle

Location: New York, NY

Compensation: \$20/hour with Benefits

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Pentacle is seeking one full-time staff person to fill the role of Fiscal Associate. Interested applicants must apply before June 15th, 2023.

JOB TITLE: FISCAL ASSOCIATE

About the Position:

The Fiscal Associate will work in the Fiscal Department reporting directly to the Fiscal Services Manager and the Executive Director. Pentacle's Fiscal Services include fiscal administration, bookkeeping, and fiscal sponsorship...each program offering different levels of fiscal support for both non-profit companies and unincorporated artists at different stages in their careers. As a Fiscal Associate you will be working with artists to help support the overall financial wellness of their artistic entity and further support them in creating a sustainable business model.

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, professional development 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 multitasker

Great leadership skills

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 3 days per week. The other 2 days may be worked remotely or at the Pentacle office located in the Financial District of NYC.

Preferred Experience:

Previous administrative experience

Basic accounting and/or bookkeeping knowledge

Experience working with multiple clients

Compensation & Benefits:

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

Salary: \$20.00/hour

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

TransitChek program

TO APPLY:

[View the Job Description & Apply](#). Interested applicants should apply sooner than later. The last day we will accept applications is June 15th. If you have any questions, please email Clarissa Soto Josephs at clarissas@pentacle.org.

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.

Pentacle
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