

Tuesday, February 3, 2026

Financial Operations Lead

Company: ArtsPool Services, Inc.
Location: Brooklyn, NY
Compensation: \$70,000.00

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ArtsPool is an organization that is passionate about providing affordable financial management, workforce administration, and compliance support to nonprofit arts organizations. Our mission is to provide excellence in these support areas so arts organizations can focus on what they do best -- create! We are looking for a skilled Financial Operations professional with bookkeeping experience to join our Financial Operations Team to support a growing client list of nonprofit organizations.

Financial Operations Lead Responsibilities

The Financial Operations Team provides general bookkeeping support to nonprofit organizations that are members of the ArtsPool cooperative.

As a Financial Operations Lead, you will hold 5-6 client relationships. You will collaborate with our clients and other ArtsPool team members to perform bookkeeping services that include, without limitation, the following:

- Reconcile bank feed transactions weekly in Xero, requesting correct coding and documentation from clients.
- Import and reconcile transactions from online accounts and third-party processors.
- Track and ensure correct coding of income and expense transactions to client programs.
- Maintain each member's Chart of Accounts in collaboration with the Financial Maintenance Team.
- Maintain accounts payable and accounts receivable.
- Collect contractor information, including W9 and W8 forms and payment information.
- Record and reconcile petty cash and expense advance transactions with correct coding and documentation.
- Perform month-end close tasks, including transactions review and bank reconciliations, to support the Financial Maintenance budget reporting.
- Perform year-end close tasks and provide support to the Financial Maintenance Team in preparation for annual independent audits and tax filings.
- Process contracts through DocuSign.
- Preparation and filing of annual 1099 filings.
- Enter journal entries as needed.

In connection with the duties above, you will work closely with your service delivery team to clearly communicate financial information to member staff, helping all members comprehend the workflow of their financial data.

Our ideal candidate

- 3-4 years of recent bookkeeping experience is required, with a strong understanding of income and expense tracking.
- Ability to multi-task and manage 5-6 clients with varying levels of complexity, ranging from small artist-run companies to mid-sized institutions.
- Demonstrated ability to prioritize and meet deadlines while working independently in complex, high-volume environments.
- Facility with web-based finance systems (Bill.com, Divvy, Melio, Ramp, Xero) and productivity software (Google Workspace) is required.
- Demonstrated history as a creative, self-motivated problem solver who can work within a team to develop and implement system improvements.
- Facility reading and maintaining spreadsheets.
- Experience working within nonprofit and/or arts organizations is preferred.
- Administrative and customer service experience, with a demonstrated ability to communicate effectively across teams and to clients.
- Experience processing annual 1099 filings and navigating 1099 regulations.
- Experience with International contractor payments and withholdings preferred.
- Aptitude to learn and implement new technologies is a plus.
- Experience converting data between bookkeeping systems is a plus.

Shared accountabilities

ArtsPool is committed to sharing a set of responsibilities among all team members to ensure excellence in running our operations and alignment with our values.

Support ArtsPool's values with respect to diversity, equity, and inclusion, and commit to contributing to an environment that treats everyone with dignity and respect.

Act as a back-up for Financial Operations Team members and provide training to new client staff and ArtsPool staff.

Adhere to quality control responsibilities and standards as determined by the Financial Operations Team Lead.

Contribute to the organizational decision-making process and improvement of ArtsPool systems, services, and processes.

Adhere to ArtsPool's work processes and procedures including systems use, style guides, communications guide, document organization and retention, security policies, and other operational and corporate policies and procedures.

Compensation and location

Starting compensation for this full-time position is \$70,000 annually, with health and dental benefits and a 401(k) benefit plan (a financial advisor is available for consultation). We also offer generous paid time off of 18 vacation days per calendar year, plus 19 federal/regional/religious holidays (including Eid, Yom Kippur, Rosh Hashanah, Lunar New Year, Diwali), and 5 days of paid sick leave per NYC's Paid Safe and Sick Leave Law. ArtsPool is currently an open-location workplace with an office in Fort Greene, Brooklyn. You are free to work remotely but may be asked to join in-person team meetings from time to time.

To apply for this full-time position with ArtsPool, please submit your letter of interest along with an updated resume to <https://ideali.st/aGzEah>. Due to the number of applicants, only those chosen for screening will receive a response. ArtsPool is an equal-opportunity employer. In the spirit of ArtsPool's value of inclusion, we welcome and encourage submissions from BIPOC, LGBTQIA, disabled and veteran candidates.

Applications will be reviewed on a rolling basis. Due to a high volume of applications received, we are unable to contact each applicant individually regarding the status of their application.

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