

Accountant: Accounts Receivable/Payroll and Benefits

Background:

The Workhouse Arts Foundation, Inc. (WAF) is a non-profit 501(c)3 corporation with a mission to operate the Workhouse Arts Center (WAC) (opened in 2008) with programs in the visual arts, performing arts, arts education, and history through the repurposing of the former Workhouse correctional facility. The WAF helps to grow and support a vibrant arts center that offers engaging opportunities and inspiring experiences in visual and performing arts, education classes, historical perspective, community engagement, and personal enrichment. With an annual operating budget of \$3.6M, WAC is a recognized innovative collaborative grounded in the core values of a commitment to high-quality arts and education, fiscal responsibility, exemplary governance, and community engagement.

Job Summary:

The role of this accountant, specializing in accounts receivable and human resource functions, is integral to the management of daily financial and accounting activities. This position involves overseeing a, accounts receivable, cash receipts, revenue data entries, payroll processing, managing human resources, including employee personnel and benefits programs and maintaining personnel files. Working closely with the Director of Finance, responsibilities include enforcing financial policies, processes, maintaining compliance with accounting standards, and ensuring precise record-keeping.

ROLE AND RESPONSIBILITIES

Policies, Processes, and Procedures

- Assists, as appropriate, in the development and implementation of goals, priorities, policies, processes, and procedures for financial management, budget, and accounting.

Financial Statement Preparation

- Assists with the preparation of financial statements and related financial reports and analysis.

Accounting

- Maintains meticulous accounting processes and recording methods.
- Ensuring strict compliance with relevant accounting standards and best practices.

Cash Management

- Responsible for collecting and accurately logging daily cash transactions for the WAF.

Reconciliations:

- Assists in the review and reconciliation of WAF general ledger accounts with bank and investment accounts.

Payroll:

- Processes and records payroll on a semi-monthly basis.

Reporting and Analysis

- Assists in the preparation of financial reporting and analyses.

Corporate records:

- Ensures the maintenance of electronic and paper copies of human resources, contracts, financial, and accounting corporate records.

Audit

- Supports the Controller/Director of Finance with audits.
- Assists in the maintenance of internal controls for financial systems and develops procedures to improve existing systems.
- Assists in the coordination and preparation of external audit materials.

Support

- Interacts, as appropriate, with internal and external parties in matters pertaining to human resources, contracts, financial and accounting issues.

Year End Close

- Assists in the preparation of all year-end data and journal entries required for audit and tax purposes.

Financial Information Sharing and Education

- Collaborates effectively with program staff to ensure their understanding of human resources, contracts, and financial policies, processes, and practices.

Planning

- Assists in the preparation of long-range revenue and expenditure estimates as necessary to forecast economic feasibility of various projects.

Human Resources

- Assists in the preparation of the staffing and recruitment processes, including, but not limited to, the preparation of job announcements, arrangement for interviews, benefits administration, onboarding, and separation of staff.
- Maintains confidential personnel records for all staff. Maintains current job descriptions.

Contracts

- Provides support as needed in the preparation, review, and records management of all contracts.

Projects

- Assists and supports various financial and accounting projects.

QUALIFICATIONS

- Either a bachelor's degree in accounting or business management with an emphasis in accounting required.
- A minimum of three to five years of financial and accounting experience is necessary. Experience in nonprofit organization and contracts management strongly preferred.
- Seeks ways to improve and promote quality, accuracy, and timeliness. Understands financial and accounting implications of decisions.
- Values and demonstrates honesty and integrity, based on strong ethical principles. Follows through on commitments. Treats people with respect. Upholds organizational values.
- Supports the WAF's goals and values. Follows and supports policies and procedures. Completes administrative tasks correctly and on time. Responds to management direction and follows instruction, as appropriate.

- Exhibits strong interpersonal skills. Works well with others to support the successful operations of the WAF and the WAC. Represents the financial aspects of operations on project teams and day to day cross organizational activities. Uses interpersonal skills to work through complex issues regarding finance and accounting with other staff and come to a positive resolution of issues.
- Speaks and writes clearly and persuasively in positive or negative situations. Listens and gets clarification. Represents the organization professionally.
- Displays excellent organization skills.
- Delivers focus on accurate financial and accounting details that is essential for success in this position.
- Operates and manages within approved budget. Focuses on conserving organizational resources. Develops and implements cost saving measures.
- Displays original thinking and creativity. Meets challenges with resourcefulness, generates suggestions for improving work, develops approaches and ideas.
- Adapts to changes in the work environment, manages competing demands, changes approach or method to best fit the situation, able to deal with multiple assignments with deadlines.
- Expertise and experience should be demonstrated in the following: QuickBooks and/or non-profit financial systems, proficiency in Excel, experience with point-of-sale applications, payroll and timekeeping systems. Experience with Tessitura or other CRM for arts and culture is a plus.

Status: Full-time, at-will, exempt position

Reports to: Director of Finance

Compensation/Benefits: \$55,000-\$75,000 annually, with a benefits package that includes a health/dental insurance plan, life, disability and ADD insurance plan, a retirement plan (non-matching), PTO, compensatory time off, and other employee benefits.

Schedule: 40 hours per week; to occur during primary business hours of 9:00AM to 5:00PM, Monday through Friday. Some weekends and weeknights are required.

Location: On-site, with the potential for remote work flexibility up to one day per week

Applications and Inquiries: Please submit a cover letter and resume electronically in PDF form, with "Accountant: Accounts Receivable/Payroll and Benefits" in the subject line. Direct your submission to: humanresources@workhousearts.org

Workhouse DEI Statement: *The Workhouse is committed to attracting and retaining a diverse staff that honors their experiences, perspectives, and unique identity. We strive to create and maintain working and learning environments that are inclusive, equitable and welcoming.*

Workhouse EEO Statement: *The Workhouse is committed to providing equal employment opportunities to all employees and applicants for employment. Workhouse provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family*

responsibility, genetic status or information, military or veteran status or in any status protected by federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence,



compensation, and training. Workhouse will not tolerate unlawful discrimination, harassment, or retaliation under any circumstances.

Workhouse Health and Safety Policy: *The Workhouse is committed to providing a healthy and safe environment for our staff, artists, contractors, volunteers, students, and guests.*