

FINANCE ASSOCIATE

About YoungArts

The National YoungArts Foundation (YoungArts) was established in 1981 by Lin and Ted Arison. YoungArts' signature program is an application-based award for emerging artists ages 15–18 or in grades 10–12 from across the United States. Selected through a blind adjudication process conducted by an independent panel of highly accomplished artists, YoungArts winners receive valuable support, including financial awards of up to \$10,000, professional development and educational experiences working with renowned mentors—such as Debbie Allen, Mikhail Baryshnikov, Plácido Domingo, Frank Gehry, Jeff Koons, Wynton Marsalis, Rebecca Walker and Carrie Mae Weems—and performance and exhibition opportunities at some of the nation's leading cultural institutions. Additionally, YoungArts Winners are eligible for nomination as a U.S. Presidential Scholar in the Arts, one of the nation's highest honors for high school students who exemplify academic and artistic excellence. U.S. Presidential Scholars in the Arts receive a Presidential Medal at the White House and perform and exhibit at the Kennedy Center and the Smithsonian.

Mission

The National YoungArts Foundation identifies and nurtures the most accomplished young artists in the visual, literary, design and performing arts and assists them at critical junctures in their educational and professional development. YoungArts aspires to create a community of alumni that provides a lifetime of encouragement, opportunity and support.

The Role

YoungArts is seeking a full-time **Finance Associate** with a proven track record of working in a fast-paced, high performing environment. Reporting to the Director of Finance, the Finance Associate is expected to take an active role in the duties of the finance department, possess strong interpersonal, analytical and detail-oriented skills, and play a meaningful role in the overall day-to-day accounting processes of the organization.

Overall responsibilities will include:

- Responsible for all accounts payable payments and postings on a weekly basis. Main liaison with Northern Trust on positive pay, ACH and wire payment issues;
- Prepare journal entries and assist Director of Finance and Accountant with monthly closings and preparation of monthly statements;
- Monitor and resolve bank issues including fee discrepancies, returned checks, wires and ACH;
- Reconcile and maintain all balance sheet accounts, prepare analysis of accounts as requested;
- Responsible for the preparation and maintenance of fixed assets schedule for both YoungArts Foundation and the Supporting Organization;
- Prepare, review and distribute all year-end 1099 forms to entities and contractors;
- Responsible for bi-weekly download and coding of all credit card transactions on foundation's credit cards;
- Play an active role during the annual audit, by preparing audit schedules, assisting in research as requested by auditors etc.;
- Act as a backup to Accountant.
- Support Director and Finance team on reporting requirements internally and externally (i.e. interdepartmental financial reports, grant reports, Board meetings, etc.)
- Track time off scheduling for coverage and coordination purposes for team/staff.

The Candidate

- The successful candidate will have no less than two years of college level accounting normally associated with completion of an Associate's degree in Accounting;
- Position requires not less than two years general accounting experience with at least one year in a nonprofit environment;
- High attention to detail and accuracy, ability to plan and organize, strong communication and problem solving skills;
- Expert level computer software skills (preferably in Blackbaud – Financial Edge, Raisers Edge, QuickBooks) and in Microsoft Office applications including Excel, Word and Powerpoint.
- Ability to work collaboratively across departmental lines and effectively communicate accounting and finance policies.
- Desire and ability to work until the job is done.

Location

This position will be based in Miami, Florida.

Compensation

A competitive compensation package including salary, health, 401k and paid-time-off benefits.

The National YoungArts Foundation is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal, state and local law.

To Apply

Send your resume and a cover letter with salary history to careers@youngarts.org . No phone calls, please.

Supplemental Information

A background check must be completed satisfactorily before any candidate may commence employment with YoungArts.