### Job Summary:
Under the supervision of the Director of Finance and Administration, provides day-to-day financial management, ensures the data integrity of the financial management system, assist with financial reporting to internal and external stakeholders, and aid in areas of human resources management.

### Essential Duties:
- Accounts/Grants Receivable – create invoices, collect and reconcile monies owed to Atlas, maintain incoming check log
- Accounts Payable – enter vendor bills and process payments in a timely manner
- Bookkeeping – record cash/check/credit card deposits, bank reconciliations, reconcile cash and cash banks, fundraising database reconciliation, balance sheet reconciliation including prepaid accounts, deferred revenue and schedules, and external reporting reconciliation
- Budget – assist Director of Finance with annual budget preparation
- Payroll/Benefits/HR – assist Director of Finance with payroll entry and coding, update benefit accruals, and prepare new hire paperwork related to payroll processing and employee onboarding
- Cash Flow – monitor cash inflow and outflow daily
- Financial reporting – generates financial and grant reports for use by Director of Finance as well as management and outside agencies, monitor grant expense allocations and assist with funder reports
- Audit preparation and reporting – assist with fiscal and personnel documentation for grantors, annual audits, and organizational reporting (annual 990 coordination); 1099/1096 reporting
- Administrative - insure fiscal and personnel records are complete, current and accurate, maintain vendor records and files, and leasing agreements
- Insurance – assist Director of Finance with insurance audits and documentation
- Other duties/projects as assigned

### Qualifications:
Minimum of 3 years of accounting/finance experience at a finance manager level preferably in a non-profit organization. Proficiency in QuickBooks and Microsoft Office products required. Experience with Patron Manager or Salesforce software preferred. Strong analytical and math skills. Excellent time management, organizational, and communication skills. Keen eye for detail. High professional standards and ethics. Ability to handle multiple tasks at one time, get along with a wide variety of people in a team environment, work with minimal instruction, prioritize and organize, while maintaining a good sense of humor.
Physical Requirements:

While performing the duties of this job, the employee is regularly required to communicate in person, on the telephone, and electronically. The employee is frequently required to use hands to finger, handle, or feel in order to operate computer keyboard, office equipment, and other essential tasks.

Office environment - primarily seated, using computer, phone and other routine office equipment.

Benefits:

Health, dental, and vision insurance, paid vacation, holiday, personal days and sick leave, Costco membership, retirement.

An Equal Opportunity Employer

Atlas Performing Arts Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested candidates should submit a cover letter, resume, and three professional references via atlasperformingartscenter.easyapply.co