

CROSSTOWN ARTS

Crosstown Arts is seeking Accounting Manager candidates. An ideal candidate will be a meticulous and thorough accounting wiz, with experience in financial reporting, audits, tax filing preparation and compliance. We'd like to find someone who has deep familiarity with Quickbooks, Excel, Microsoft Office and the Google Platform.

OVERVIEW

Crosstown Arts is the only arts-centered collective in the country that provides in one location a contemporary arts center, including performance and exhibition spaces and art-making facilities, multidisciplinary artist residency program, a diverse range of educational opportunities, and immediate access to healthcare, wellness, and childcare resources.

Crosstown Arts is the creative anchor within Crosstown Concourse, a one-million-square-foot adaptive reuse of the historic Sears building, constructed in 1927 and once a major distribution center and retail store for Sears, Roebuck & Co in Memphis, Tennessee. The larger Crosstown Concourse complex is a vertical urban village anchored in arts, education, and healthcare, including a charter high school for arts and sciences, graduate program in education, health and wellness institutions, grocery and marketplace, commercial/office, and a diverse range of residential living spaces.

The mission of Crosstown Arts is to further cultivate the creative community in Memphis by providing resources and opportunities to inspire and support a wide range of audiences. Crosstown Arts manages a variety of spaces and programs that integrate exhibition, performance, production, retail, and education while also helping to manage the redeveloped, one-million-square-foot former Sears Roebuck & Co. Distribution Center, now known as Crosstown Concourse. This collective vision of collaboration and sharing of resources to benefit the neighboring community and the city at large is the unifying quality that connects all the programming, spaces, tenants, and services of Crosstown Arts and Crosstown Concourse.

Job Summary

The Accounting Manager has primary responsibility for the day-to-day management of Crosstown Arts' financial processes, information, and reporting. This position maintains the organization's financial books and records, and develops and generates financial reports required by colleagues and as directed by the Managing Directors for management purposes, the Board of Directors for governance purposes, and outside accountants for audit purposes. The Accounting Manager will manage and support the current Bookkeeper to ensure day-to-day bookkeeping duties run smoothly. In addition, the Accounting Manager ensures the smooth running of financial operations, including purchasing and management/execution of the reimbursements processes.

Key Responsibilities

- Accounting and Financial Reporting
- Manage Bookkeeper who performs day-to-day bookkeeping to ensure the workload is manageable
- Ensure timely financial reporting on a monthly, quarterly, and annual basis, as well as periodic ad hoc reporting, is achieved
- Oversight of general ledger, A/P, A/R, revenue, and other accounts
- Record fixed asset transactions and the related depreciation accurately
- Work with program and department leads to create annual budget
- Develop and share program, department, and event-level budget-to-actual reports
- Provide reporting and analysis of monthly financial results compared with budget to the Managing Directors
- Perform and review monthly account reconciliations timely and accurately
- Development and production of reports and records that are compliant with all state and federal requirements including 2 CFR Part 200 and OMB Circular A-133 if necessary
- Maintain records in accordance with Generally Accepted Accounting Principles
- Assist with annual organization budgeting process
- Lead coordination of the annual audit and tax filing
- Manage preparation of all schedules for audit and ensure financial records are accurately prepared prior to the audit
- Ensure completion and filing of state and federal reporting as necessary
- Prepare, execute, and record organization payroll with Paychex service
- Manage the process for expense reimbursements for both staff and volunteers

- Support grant development and reporting
- Develop and lead training for staff on policies, procedures and tools used in financial management
- Lead coordination of reviewing and updating accounting policies as needed
- Development and maintenance of revenue reporting including conditional, restricted and unrestricted revenue streams
- Support staff in interpreting and understanding budgets and financial reporting
- Lead development of other ad hoc reports and projects to report on event-level profitability

Qualifications/Skills

- Bachelor's degree in accounting, finance, business or related field strongly preferred; CPA a huge bonus, but not required
- 5+ years in nonprofit accounting
- Experience managing funds according to OMB A-133
- Strong knowledge of QuickBooks accounting software, including integrations with other systems
- Ability to manage tasks, prioritize issues, execute work in an efficient and timely manner and track and manage multiple work streams at once
- Proficiencies with other technology (e.g. Microsoft Office, including Excel), Google Platform and willingness to adapt to new technologies
- Solid experience in reporting
- Experience in evaluating and managing vendors
- Experience working with auditors
- Able to interact with staff at all levels including explaining financial concepts to non-finance staff
- Ability to handle sensitive and confidential information with discretion

This position requires an ongoing commitment to the following:

- Even-tempered disposition. Ability to work under pressure in a composed, focused, affable and courteous manner, with the clear understanding that unprofessional, unkind or unfriendly interactions with the public or other staff members are not acceptable under any circumstances.
- Adaptable and flexible. Ability and willingness to accommodate ongoing modifications to all tasks and projects, including regular interruptions to workflow and changing of plans.
- Prompt and timely communicator. Ability to manage a demanding level of correspondence in all forms of communication. Especially important are excellent written and verbal communication skills.
- Collaborative. Eagerness to work collaboratively with Crosstown Arts' staff across all departments.
- Organized. Ability to manage a high volume of information and tasks for multiple projects simultaneously, at varying levels of completion.
- Accommodating. Ability to seek out supportive solutions to accommodate guests in all Crosstown Arts' spaces, including the general public as well as artists, musicians or event organizers realize the full potential of their creative vision, whenever possible
- Gracious with people. Ability to work well with the public - often idiosyncratic and distinctive personalities during sensitive situations - with a composed and supportive attitude, and to exhibit a good-natured, positive, gracious and cheerful demeanor toward others, at all times.
- Enthusiastic, energetic and positive. Ability to sustain an ongoing spirit of positivity in high-pressure and demanding situations. Great level of passion and enthusiasm surrounding delegated projects, programs and promotional campaigns
- Receptive. Ability to accept and execute a wide range of tasks necessary to complete projects, including simple/basic tasks as well as highly detailed directives, regardless of scale
- Attentive to details. Ability to sustain close attention to an ongoing set of constantly emerging details unique to each situation, ranging from visual/space needs to interpersonal requests from other staff and event participants
- Assertive, determined and focused. Ability to stay on task, working under pressure within given deadlines to problem-solve and proactively find solutions to obstacles in resourceful ways, seeing all projects through to completion

BENEFITS AND COMPENSATION

This is a salaried, full time position eligible for all Crosstown Arts benefits. Salary commensurate with level of experience and skill.

To apply:

Please send a cover letter, resume and three references to: Madelyn@crosstownarts.org