SUMMARY

Crosstown Arts is hiring an Accounts Payable Clerk who will be responsible for submitting timely payments to all of the organization’s vendors and the musicians/artists who perform and/or present work for the organization.

The Accounts Payable Clerk reports directly to the Controller and works closely with other finance department staff to support the operational well-being of Crosstown Arts.

Crosstown Arts is committed to supporting a diverse and equitable workplace. Applicants from traditionally under-represented and under-supported groups are encouraged to apply. Crosstown Arts is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, and disability.

DUTIES AND RESPONSIBILITIES

- Code and enter invoices from a variety of vendors.
- Process outgoing checks and payments.
- Research and resolve all current and outstanding accounts payable issues with vendors.
- Manage incoming emails, calls and other correspondences from internal departments and outside vendors to ensure all questions have been answered and invoices processed accurately.
- Maintain frequent contact with internal and external customers providing consistent accessibility and a high-level of congenial customer service.
- Provide general administrative support to operations staff, as directed.

REQUIREMENTS

- Able to maintain an extremely positive attitude in a supportive role to upper level finance department staff.
- Able to follow directives with precision and complete new and repeating tasks in a timely manner.
- Able to adapt to existing methods, policies, and procedures of the organization.
- Able to establish and maintain effective and congenial working relationships with representatives of various groups, vendors, and co-workers.
- Able to interact with people from a variety of backgrounds.
- Able to problem-solve with staff and vendors while sustaining a high level of congeniality and professionalism.
REPORTING

This position reports directly to the Controller.

QUALIFICATIONS

- High school diploma or GED required.
- Minimum of 1-2 years of experience in a professional accounts payable position required.
- General understanding of accounting concepts and practices.
- Moderate understanding of accounts payable systems.
- Experience with QuickBooks Online preferred.
- Moderate computer skills, including basic functionality with desktop computers; moderate Excel skills (preparing and modifying spreadsheets).

THIS POSITION REQUIRES AN ONGOING COMMITMENT TO THE FOLLOWING CHARACTERISTICS:

- **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 modification to all tasks, plans and projects, including regular interruptions to workflow.
- **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.
- **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 in order to accommodate guests and participants in all Crosstown Arts’ spaces - including the general public (as well as artists, musicians, and event organizers) - to realize the full potential of their creative vision whenever possible.
- **Gracious with people.** Ability to maintain a composed and supportive demeanor when interacting with idiosyncratic and distinctive personalities during sensitive situations. Demonstrates a good-natured, positive, and cheerful demeanor towards 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 and willingness to take on a wide range of responsibilities ranging from simple tasks to highly detailed directives in order to complete projects.

• **Attentive to details.** Ability to maintain focus on and adjust to the 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, to work under pressure within given deadlines, to problem-solve, and to proactively find solutions to obstacles in resourceful ways, seeing all projects through to completion.

**BENEFITS AND COMPENSATION**

This is a full-time, hourly position eligible for all Crosstown Arts benefits. Pay rate is commensurate with experience and skill level.

**TO APPLY**

Please send a cover letter, resume, and references online via Slideroom.com [HERE](http://www.slideroom.com). If you prefer to submit hard copies of your application materials (as opposed to applying online), feel free to drop off the required items with a Crosstown Arts staff member at the East Atrium desk at Crosstown Concourse during the hours of 10 am-5 pm, Tuesday-Friday.

**CROSSTOWN ARTS: OVERVIEW**

Crosstown Arts is a contemporary arts center with multiple music venues, performance and exhibition spaces, art-making facilities, and a multidisciplinary artist residency program, offering a diverse range of programming, all with immediate access to healthcare, wellness, and childcare resources.

Crosstown Arts is the creative centerpiece 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 grounded in arts, education, and healthcare. It includes a charter high school for arts and sciences, graduate programs in education, health and wellness disciplines, 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. 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.