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# THE SHED

## **Job Description: Finance Associate**

### **About The Shed**

Opening April 5, 2019, where the High Line meets Hudson Yards on Manhattan's west side, The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed will bring together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

### **About the Position**

Are you a finance or accounting professional with an appreciation for the arts? Are you a collaborative problem solver, driven to create solutions and systems to support a dynamic, highly accomplished and skilled team? Do you have an almost obsessive attention to detail and organization? If so, The Shed wants to hear from you about the opportunity to join our Finance team to play a key role in the day-to-day finance activities of the organization.

### **Key responsibilities include, but are not limited to**

- Process accounts payable and maintain vendor files
- Work with Development and Ticketing departments to monitor and reconcile contributions, pledges, ticket sales, rentals, and special event revenue from Tessitura
- Manage corporate card expenses and staff reimbursement processes
- Assist with bi-weekly payroll and onboarding of staff
- Engage with internal staff for purposes of financial training and budget monitoring
- Assist in organizational financial reporting, year-end audit, and 990 reporting
- Develop effective and efficient procedures to maximize team resources
- Perform other duties and responsibilities as assigned

### **Qualifications and Qualities**

- Two or more years in non-profit finance; experience in visual or performing arts a plus
- Knowledge of non-profit accounting principles
- A demonstrated ability to work collaboratively and independently as part of a highly motivated, energetic team
- Strong verbal and written communication skills with the ability to work toward solutions that benefit all departments
- Impeccable attention to detail, excellent organizational, planning, prioritizing, and time management skills
- Strong computer skills essential; intermediate to advanced Excel user

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- Ability to multitask and work well under pressure and in a fast-paced environment

**Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

**Application Process**

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to [hr@theshed.org](mailto:hr@theshed.org) with "Finance Associate" in the subject line. Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.