



Job Description

Artists For Humanity (AFH) provides a safe and supportive environment where teens are employed to explore their voice and forge their unique path to success. AFH teens transcend economic, racial and social divisions to transform communities through creative expression.

Artists For Humanity harnesses the power of mentorship and paid professional experiences to inspire teens to build their future. During their time at AFH, teens share their voice in public art, where their creativity is valued. With corporate partnerships, AFH teens develop an understanding of business and entrepreneurship for potential career pathways. Through mentorship, the next generation of artists and leaders gain confidence in their own abilities. AFH also supports teens with 1:1 tutoring, professional development and college/career readiness so they make a positive impact on their communities and the world.

JOB DESCRIPTION

Title: Finance and Accounting Manager, Full Time

Salary: 65K-75K, commensurate with experience

Schedule: Mon-Fri 10am - 6pm, potential for 1-2 days remote work

Location: 100 West 2nd Street Boston, MA 02127

Reporting to AFH Director of Finance, the Finance Manager will provide day to day oversight of the accounting functions of the organization.

MAJOR RESPONSIBILITIES

Bookkeeping

- Oversee day to day financial activities including, but not limited to accounts payable, accounts receivable, GL and grant revenue recognition on a monthly basis.
- Manage daily/weekly check run process, copy and file check copies and deposit receipts
- Assist with monthly closure of accounting records by the 15th of each month
- Ensures vendor and customer financial records are retained in accordance with GAAP, including obtaining W-9s from new vendors and updating records with tax status and tax ID
- Credit card account reconciliation
- Credit cards physical control-hand out through proper authorization
- Credit receipts collections and compilations

Payroll

- Responsible for processing payroll in an accurate and timely manner
- Maintain insurance plan deductibles and 403b contributions for eligible and participating employees

Management Support

- Monitor and analyze accounting data.

- Assist and establish proper accounting methods and policies, including adherence to Accrual accounting system
- Assist with New Market Tax Credit (NMTC) data collection and reporting
- Assist with grant financial reporting
- Other support as needed

Compliance and Performance

- Assist upper management by with;
 - Audit preparation of memos, reports, expense allocations, etc.
 - Preparation of organizational governance, financial, and insurance related compliance
 - Budgets/forecasts
 - Reports as requested

QUALIFICATIONS

- Must be a US Citizen, US National, or Permanent Resident
- 3-5 years of accounting experience, and a strong understanding of GAAP principles
- Familiarity with ADP, Quickbooks online, Bill.com, online banking platforms, highly preferred
- Experience with Google Workspace applications and Excel pivot tables, match functions, if then, and other financial formulas.
- Work approach is proactive and solution oriented; strong ability to work independently, prioritizing assignments with limited supervision and working across various departments with confidence to meet deadlines
- A high degree of accuracy and attention to detail required, with exceptional deductive reasoning skills
- Exceptional written and verbal communication skills required
- The ability to multi-task and manage various stakeholders, with ease and professionalism
- Appreciation of the role of art, design, and entrepreneurship in youth development; deep belief in Artists For Humanity's mission

To apply, please email your resume and cover letter to Maya Grevatt, at mgrevatt@afhboston.org.