



**Title:** Accounting Coordinator  
**Department:** Finance and Human Resources  
**Reports to:** Director of Finance

ArtsFund supports the arts through leadership, advocacy, and grantmaking to build a healthy, equitable, and creative Washington. At ArtsFund,

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through interconnectedness with the entire Washington economy.
- We **promote equity** by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.

### **Summary**

The Accounting Coordinator provides accounting and administrative support to the Finance and HR departments. This full-time position processes a variety of accounting transactions such as invoices, payments, and expenses in accordance with departmental procedures. The Accounting Coordinator position reports to the Director of Finance, but also works with the Director of Operations and Human Resources.

### **Key Priorities and Responsibilities**

- Full-cycle accounts receivable, including depositing checks and applying payments.
- Assists with accounts payable, including processing vendor invoices, reconciling vendor statements, and monthly check runs.
- With support of the Director of Finance, produce monthly financials, assistance with audit preparation.
- Secondary backup for Payroll.
- Process and code invoices for HR, Operations and Finance departments.
- Accounts Payable: Entering vendor bills, related bill payments and credit card transactions.
- Supports the compilation of monthly and periodic reconciliations, journal entries, and financial statements.
- Reviews check requests for accuracy, G/L coding and proper supporting documentation.
- Filing, sorting, tracking, and other organizational tasks.

- Perform other administrative duties as assigned.

### **Knowledge/Abilities/Requirements**

- Strong commitment to the values and mission of ArtsFund.
- Familiarity with MIP or other accounting software strongly desired.
- Familiarity with payroll software.
- Proficient experience with Microsoft Excel and the general Office suite
- Highly organized, detailed-oriented, and able to protect confidential information.
- Ability to manage multiple projects and prioritize, manage, and meet deadlines effectively.
- Ability to work independently and comfortable with taking initiative.
- Commitment to a collaborative work environment.

### **Preferred**

- 3-5 years' experience in a business setting providing accounting related tasks.
- College degree in accounting, business, or related field.
- MIP proficiency a strong plus.

### **Work Environment and Conditions**

This is a full-time (40-hours a week), hourly, non-exempt position. The ArtsFund staff currently works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time. Applicants must have ability to commit to consistent schedule within standard office hours, Monday through Friday; ability to work remotely with reliable internet access (hardware will be provided); and ability to work in our Seattle office for in-person work.

### **Compensation**

Salary range of \$50 – 60k, based on skills and experience. Generous benefits and PTO package, including health/dental insurance 100% paid by employer, 403(b) with up to 4% match, transportation/parking stipend, three weeks' vacation to start, plus an additional two weeks where the entire office closes (week of New Years and week of July 4<sup>th</sup>).

### **To Apply**

ArtsFund recognizes that an individual's lived experience is a valued skillset, and we aim to diversify the voices of all decision-makers on our staff to best reflect the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are strongly encouraged to apply. The position will remain open until filled.

**Please send a cover letter and resume to [jobs@artsfund.org](mailto:jobs@artsfund.org) with subject line "Accounting Coordinator: *your name*."** No phone calls, please; only applicants selected for an interview will be contacted.

