



PART-TIME FINANCE OFFICE ASSISTANT

JOB DESCRIPTION

Job Type: Part-Time Hourly
Salary: \$18.00/hour
Schedule: 20 hours/week
Reports to: Executive Director

ABOUT ARTS HORIZONS

Arts Horizons is one of the leading arts-in-education agencies serving New York, New Jersey, and the greater NYC metropolitan area. Our professional teaching artists offer a variety of fully customizable in-person, virtual, and hybrid arts programs including artist-in-residencies, live performances, professional development, and family workshops. All programs are designed to reinforce State Learning Standards and NYC Blueprint for Teaching and Learning in the Arts. Arts Horizons is a registered 501(c)(3) non-profit organization dedicated to transforming lives by creating equitable opportunities for people of all ages and abilities to engage in the arts.

JOB SUMMARY

The Finance Office Assistant position will be for 20 hours/week onsite at the Arts Horizons office in Englewood, NJ. The Finance Office Assistant will oversee accounts receivables by issuing invoices and following up on outstanding collections. They will support accounts payables for artists and vendors by reviewing and entering bills into QuickBooks. They will support supply orders for the program department as well as purchasing for the office. The position will report directly to the Executive Director and will work closely with the Finance Manager Consultant and Program Department Heads.

POSITION DUTIES

- **Oversee Accounts Receivables**
 - generate monthly invoices or school and community partners using QuickBooks
 - issuing monthly invoices school and community partners
 - Follow up on outstanding collections
- **Support Accounts Payables**
 - Work with Program Department to review and Enter Artist Invoices
 - Enter Vendor Bills into QuickBooks
- **Liaise with vendors and execute purchasing for the Program Department and Office Supplies/Equipment**
- **Document and File paperwork for A/R and A/P**
- **Support Program Department and Office Budget processes**
- **Assist with the Annual Audit, registrations, and other financial operations**

TO APPLY

Please e-mail a cover letter and resume to dena @ artshorizons . org
NO phone calls please
Deadline: Tuesday, August 23, 2022
Priority given to applications received on or before August 15, 2022