



Junior Accountant

Arts Every Day serves as a strategic partner to the school district in advancing equitable access to the arts and implementing the 2018 Fine Arts Strategic Plan. The organization provides teacher professional development, arts integration technical assistance, and funding for student arts experiences, school-based public art projects, arts equipment, and supplies. The success of the work relies on the vibrant partnerships with district leaders, schools, educators, parents, students, artists, community and cultural organizations.

Mission: The arts, for every student, in every Baltimore City Public School, every day.

Equity: The arts are for everyone. In Baltimore City, historical oppression, systemic and institutional racism continue to contribute to inequitable access to a quality education that includes the arts. The arts are a human right. In our daily work we strive to: amplify the voices of underrepresented communities we serve, especially people of color; reflect the communities we serve within our arts partners, staff, and board of directors; advocate for funding, policies, and practices that remove barriers and advance equitable access to the arts; honor the artistic creative voices and lived experiences of our youth.

Vision: We envision a future where every student attending a Baltimore City Public Schools has equitable access to a transformative arts education that prepares them to join generations of artists, leaders, advocates, makers and supporters of the arts.

Job Description

Classification: Full-time, 40 hours a week including an hour for lunch/1-2 days remote work options to be considered

Reports to: Executive Director

Salary: \$40-50,000 excellent benefits package

Ideal Start Date: January 1, 2023

In addition to general operations support the Junior Accountant will manage purchasing and payment for two programs:

- General Operations expenditures, payroll
- Arts Integration School Partnerships: Schools receive per-student funding to hire teaching artists and pay for field trips and performances. Schools identify the programs, upload an invoice to the Salesforce database, and AED pays on behalf of the school. Awards per school range from \$1,000-\$8,000. \$150k in funding managed in total.
- Equipment Fund: Schools submit a request list of supplies and equipment. AED purchases on behalf of the school and has the items shipped to the school.

Job Duties and Responsibilities

Salesforce Database Management

- Update database records and contacts
- Manage the procurement, tracking, and shipment of supplies and equipment to schools
- Communicate with school partners to coordinate purchase and delivery of supplies and equipment
- In conjunction with AED staff, look for opportunities to expand the use of Salesforce database for general operations

Bookkeeping

- Post and process journal entries to ensure all business transactions are recorded
- Keep track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Update accounts payable and perform reconciliations
- Pay vendors by verifying invoices, prepare checks and ensure payment is received for work completed; respond to all vendor inquiries regarding finance
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist senior accountant in the preparation of monthly/yearly closings
- Assist with other accounting projects

Minimum Education and Experience:

- Proven experience as a junior accountant
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of Quickbooks, payroll software, Microsoft Office, Google Suite
- Excellent verbal and written communication skills
- Adaptability and strong problem-solving skills, excellent active listening skills
- Ability to build rapport and collaborate with others within the organization and externally
- Bachelor's degree in accounting, finance, or related field
- Qualifications (ACA, ACCA or CIMA) is a plus but not required

Application Process: Please send a cover letter and resume with the subject line "Junior Accountant Candidate" to jobs@artseveryday.org. Applications received by November 18, 2022 will be prioritized. **Contact:** info@artseveryday.org