



INSPIRING PUBLIC EDUCATION

**Position Title:** Staff Accountant  
**Department:** Operations  
**Reports to:** Chief Financial Officer

---

### **About Urban Arts Partnership (UAP)**

Urban Arts Partnership (“UAP”) is a nonprofit organization whose mission is to provide students from low-income communities with a quality 21st century education that is rooted in the arts and technology. UAP was founded in 1991 on the belief that creativity is essential to human development and lifelong success. We believe that the status quo in classrooms needs disruption if we are to succeed in preparing them for a fast-changing digital age. Learn more at [www.urbanarts.org](http://www.urbanarts.org).

### **About the Job**

The staff accountant is responsible for entering and paying bills (accounts payables), as well as ensuring that earned income is invoiced and collected on a timely basis (account receivables).

### **Essential Duties and Responsibilities:**

- Generate, track and follow-up on invoices to ensure timely collection of government receivables;
- Record online deposits in QuickBooks;
- Record bi-weekly payroll entries in QuickBooks;
- Reconcile payroll on a quarterly basis;
- Enter and pay bills in a timely manner;
- Create purchase orders for annual contracts in QuickBooks;
- Reconcile credit card charges on a weekly basis;
- Support CFO with preparation of timely and accurate quarterly financial reports;
- Enter annual board approved budget into QuickBooks; and
- Other duties as assigned by supervisor.

### **Key Skills, Abilities and Experience:**

- B.S. degree in Finance or Accounting;
- A minimum of 3 to 4 years of accounting/bookkeeping experience;
- Solid grasp of bookkeeping and accounting principles;
- Strong proficiency in QuickBooks Online, Excel and other MS Office programs;



INSPIRING PUBLIC EDUCATION

- Self-reliant, ability to manage time and deadlines independently with strong attention to detail;
- Excellent written, verbal, and interpersonal communication skills;
- Ability to evaluate priorities and multi-task accordingly while keeping others apprised of status with respect to deadlines; and
- Team player who is collaborative and flexible in nature.

## HOW TO APPLY

Interested candidates should send a cover letter, hourly pay requirement, and resume to [jobs@urbanarts.org](mailto:jobs@urbanarts.org) with “Staff Accountant” in the subject line.

UAP is an equal opportunity employer.