



Position: Staff Accountant
Location: Hybrid: Remote/On-site
Classification: Regular, Full-Time
Pay Basis: Full-Time/Non-Exempt
Salary Range: \$50,000 to \$60,000
Reports to: Controller

ABOUT NEW 42:

THE ORGANIZATION

New 42 catalyzes the power of performing arts to spark new perspectives, incubate new works and create new opportunities for us all. Through the nonprofit's signature projects — New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory") — New 42 makes extraordinary performing arts a vital part of everyone's life, from the earliest years onward.

We believe that representation matters both on the stage and behind the scenes and seek employees who feel the same. We also know that creative people often come with non-traditional resumes and experience; if you believe you'd be a great fit here, please don't count yourself out—we want to hear from you! Read more below on how to apply.

Position Summary:

Reporting to the Controller, the Staff Accountant processes transactions and reviews and analyzes accounts including revenue (earned and contributed), accounts receivable, bank accounts, inventory, and credit card processing fees. The Staff Accountant also maintains proper record retention, updates monthly audit schedules, and performs other duties as assigned by the Controller.

Primary Job Tasks and Responsibilities:

- Documents daily cash receipts by reviewing bank account activity and incoming checks from the mail;
- Communicates receipts to various departments and gathers and verifies coding;

- Records receipts in Financial Edge;
- Maintains Accounts Receivable records
- Prepares and makes bank deposits
- Reconciles bank accounts monthly
- Reviews and records credit card receipts and other transactions from Tessitura ticketing and development system;
- Reconciles revenue accounts, including rental receipts, Box Office ticket sales, merchandise sales, and contributions
- Tracks front-of-house inventory; records and verifies merchandise income and costs of goods sold;
- Communicates with staff in all departments on a regular basis;
- Manages finance department record retention;
- Actively engage and participate in ongoing Equity, Diversity, and Inclusion work within the organization, including the centering of anti-oppressive practices within the Finance department for the advancement of New 42 as an anti-racist organization.

Qualifications:

- Bachelor's degree in accounting, finance, or business administration
- Expertise in accounts receivable/revenue recognition principles
- Minimum of 2-3 years of accounting experience
- Nonprofit experience, preferably with an arts or cultural institution
- Experience with Financial Edge and Netsuite a plus.
- Communicates well with all levels of staff, and works collaboratively

We are looking for candidates who are enthusiastic, dependable, and organized and have excellent time management skills. Strong interpersonal and communication skills are a must. The Staff Accountant is an integral part of the Finance Team and works closely with other departments.

Compensation and Benefits:

In addition to a competitive base salary of \$50,000 to \$60,000, New 42 also provides employees with a generous benefits package which includes health, vision, and dental insurance, that begins the first day of employment, a pension plan following one year of employment with 100% vesting after 3 years eligible service, FSA, 403(b) tax-deferred savings plan, short and long-term disability, a commuter benefit plan, and generous paid time off.

To Apply:

Email cover letter and resume to hr@new42.org and reference "Staff Accountant" in the subject line.

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to the principle of equal employment opportunity for all employees and job applicants and to administer all employment decisions regardless of race, color, creed, religion sex, national origin, age, disability, veteran or military status, sexual orientation, gender, gender identity or expression, pregnancy, marital and civil partnership/union status, status as a victim of domestic violence, sexual violence or stalking, alienage or citizenship status, genetic information, genetic predisposition or carrier status, or any other status or condition protected by applicable federal, state or local law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.