



Position: Staff Accountant

Location: Hybrid: On-site 3 days per week

FLSA Status: Full-Time/Exempt

Salary Range: \$60K- \$65K

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 merchant accounts. The Staff Accountant also maintains proper record retention, participates in monthly, quarterly, and year-end closing process, 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 to gather and verify coding and timing.

- Records receipts in Financial Edge and NetSuite.
- Maintains Accounts Receivable records.
- Prepares and makes bank deposits.
- Reconciles bank accounts monthly.
- Reviews and records receipts and other transactions from Tessitura ticketing and development system.
- Reconciles revenue accounts, including Lease payment receipts, Studio deposits and rental fees, 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 mail and record retention.
- Participate in the DEIB work of the 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, 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.

Why Should I Apply?

Be a part of this leading non-profit performing arts organization that is committed to empowering young people, artists and educators through the performing arts. In addition to a competitive salary, New 42 offers a strong employee benefit package which includes comprehensive Health Insurance, Flexible Spending Account, 403B Retirement Plan, Employee Pension, and Paid Time Off.

To Apply:

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

Accessibility Needs

Any applicants needing accommodations for accessibility purposes, please don't hesitate to let us know what you need.

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.