



BELIEVE IN ARTISTS

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200 W Madison St, Fl 3  
Chicago, IL 60606  
(312) 470-6325

unitedstatesartists.org  
FB : @unitedstatesartists  
IG : @unitedstatesartists  
TW: @USAforArt

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**Job Position:**

## **Staff Accountant**

United States Artists (USA) is a national, nonprofit arts organization that provides unrestricted money to individual artists working across all disciplines in rural, suburban, Tribal, and urban communities. To date, we have awarded more than 750 artists with over \$36 million of direct support. With this unrestricted award, recipients decide for themselves how to best use the money – whether it is creating new work, paying rent, reducing debt, getting healthcare, or supporting their families.

We work with artists, donors, and other colleagues from all abilities, ages, art practices, ethnicities, genders, geographies, races, and socioeconomic statuses. We strive to have our 18-person staff represent as much of that spectrum as possible.

USA is seeking to hire one Staff Accountant to join its Finance team.

The staff accountant provides support to the USA team as needed with budget planning and monitoring, grant reconciliation and reporting, maintaining financial procedures, and confirming financial compliance to GAAP in producing the organization's reports and statements. This is a full-time position that reports to the Finance Director and works collaboratively with colleagues across all departments.

Complete job descriptions are below, which include key duties and responsibilities.

To apply, please submit a cover letter and resume to [jobs@unitedstatesartists.org](mailto:jobs@unitedstatesartists.org). Please put "Staff Accountant: [your name]" in the subject line of the email.

Candidates will be considered on a rolling basis, and the positions will remain open until filled.



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## **Duties & Responsibilities**

The Staff Accountant is a full-time position that reports to the Finance Director; and works closely with all USA staff. They provide support to the USA team through budget planning and monitoring, grant reconciliation and reporting, maintaining financial procedures, and confirming financial compliance to GAAP in producing the organization's reports and statements. The accountant also provides support to the Finance Department through strategic and analytic thinking alongside the Finance Director. The accountant also assists with Board meeting preparation of financial materials and takes on additional duties as required.

## **Core Duties**

Together with the Finance Director:

### **Accounts Payable**

- Track invoices: including checking for accuracy, matching to purchase order, entry to appropriate accounts, requesting approval from applicable departments, and submission for payment in a third-party payment system.
- Resolve invoice issues with vendors and staff when required.
- Annual 1099 MISC and NEC preparation and submission to IRS by deadline.

### **Accounts Receivable**

- Timely and accurate entry of receivables using approved grant documentation. Recording of all bank wires, ACH, and checking deposits with back-up documentation.
- Reconciliation of receivable ledgers.
- Archiving of all deposits.

### **General Ledger/Financial Reports**

- Enter accounting-related information into account systems.
- Perform monthly bank reconciliations by the deadline.
- Perform general bookkeeping, updating general ledgers, maintaining financial reports and spreadsheets, and archiving reports.
- Reconcile balance sheet, revenue, and expense accounts.
- Review financial statements for accuracy and GAAP compliance.



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- Review audited tax returns.
- Review budgeting vs actual tracking.
- Prepare documentation for external auditors.
- Practice attention to detail and cross-checking for accuracy.

### **Other**

- Support and offer strategic thinking with the Finance Director to improve overall systems and efficiency.
- Recommend ways to reduce costs and assist with paperless goals.
- Take on additional duties as required.

### **Skills and Qualifications**

- Bachelor's degree in accounting or a related field is required.
- Four years of related experience is required.
- QuickBooks Online is preferred.
- Microsoft Office, Google Drive, Adobe Cloud, and Asana are some of USA's technology platforms
- Ability to write clearly and concisely with a keen eye for detail.
- Strong systems and analytical thinking.

### **Ideal Characteristics**

- Strong interpersonal and communication skills.
- Ability to provide and receive constructive feedback.
- Ability to work effectively with an incredibly diverse community.
- Outstanding verbal and written communication skills.
- Organizational skills with the ability to meet deadlines, manage budgets, and keep timely correspondence.
- A team player with experience working with a small productive staff that is dependent on and accountable to one another.
- Demonstrates maturity, curiosity, fiduciary responsibility, a high level of integrity, and is at ease with collaborating both internally with staff and externally with public entities.
- Meticulous project management and organizational skills with a demonstrated ability to meet deadlines, manage budgets, and keep timely correspondence.
- A passion for supporting individual artists or the arts.
- The ability to troubleshoot, think creatively, and represent USA effectively.
- Embodies USA's values of care, equity, and access.



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## Additional Information

United States Artists (USA) is currently working remotely and has adopted a four-day workweek (with the office closed on Fridays). The current team resides in several states.

There is no geographic requirement for this position, as there will always be a remote work option for all employees.

Salary for this position is within a starting range of \$65,000 to \$75,000; full benefits package.

Candidates of interest will be asked to complete an accounting aptitude screening. Applicants who pass the screening round will be selected to interview.

## Contact

To apply, please submit a cover letter and resume to [jobs@unitedstatesartists.org](mailto:jobs@unitedstatesartists.org). Please put Staff Accountant: [First Name Last Name] in the subject line.

You may find more information about USA at [www.unitedstatesartists.org](http://www.unitedstatesartists.org).

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*United States Artists (USA) is committed to a policy of nondiscrimination as an Equal Opportunity Employer. USA's policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices and facilities in accordance with all applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*