

## Organization

Arts Consulting Group (ACG) is the leading provider of hands-on interim management, executive search, revenue enhancement, strategic planning & community engagement, facilities & program planning, and other capacity building services for the arts and culture industry. Founded in 1997, ACG is a full-service firm that effectively works with a wide range of nonprofit organizations, universities, government agencies, and for-profit entities that operate in the creative industries. The firm takes a contemporary approach to client challenges and opportunities focused on growing institutions, advancing arts and culture, and enhancing communities. ACG senior team members have leadership experience in every type of artistic and cultural discipline and they seamlessly adapt to clients' rapidly changing strategies, business models, and operating environments.

The firm currently has locations in Boston, Calgary, Chicago, Dallas, Los Angeles, New York, Portland, Raleigh, San Francisco, St. Louis, Tampa, Toronto, Vancouver, and Washington, DC. ACG employees and consultants are embedded in communities throughout North America to invigorate clients so that they can achieve the delicate balance between cultural impacts and business sustainability.

## Position Summary

The Finance & Operations Associate will be a highly organized, detail-oriented, and effective team member who reports to the Vice President, Finance & Operations (VP-FO), and works closely with ACG's multinational professionals. The Associate will provide support in bookkeeping, accounting, financial reporting, maintenance of ACG systems and software programs, as well as day-to-day Business Office support for active and proposed consulting projects.

## Roles and Responsibilities

### Accounting and Finance Operations

- Create and process client invoices, manage collection of outstanding invoices, and perform other accounts receivable functions.
- Maintain and reconcile corporate credit cards in Concur; review monthly expense reports for accuracy; assist VP-FO with reconciliation of Concur transactions in QuickBooks Online.
- Train and onboard employees and client job candidates on the Concur platform, maintain those records, troubleshoot associated technology issues, and act as main liaison to Concur tech support.
- Perform data entry and record accounts payable invoices and payments in Concur and QuickBooks Online.
- Distribute weekly and monthly reports to the Leadership team, including, but not limited to, Billing Milestone reports, A/R collections reports, and monthly P&L reports.
- Support monthly and yearly close functions, including bank account and credit card reconciliations in QuickBooks Online and posting confidential financial reports to SharePoint.
- Record lockbox, Bill.com, and manual bank deposits in QuickBooks Online.
- Support VP-FO with semi-monthly payroll processing.
- Assist VP-FO with regular preparation and posting of general journal entries and reconciliations.
- Prepare documentation for external accounting firms and other third-party vendors, as appropriate.
- Embrace other accounting and finance operations responsibilities, as needed.

### Business Office Operations and Administration

- Maintain QuickBase relational database (CRM) and associated applications, including but not limited to creating and managing reports, updating company and project records, inputting project Cost Trackers and Hours Reallocation requests, and producing reports upon request of ACG team members.
- Assist VP-FO with creation of monthly Consultant Utilization Reports.

- Lead onboarding process for all staff in technology systems and business office processes like timecard completion and expense report submissions.
- Maintain phone system and corporate Zoom account; assist VP-FO with maintenance and administration of Microsoft Office 365, Adobe, Threads, and other company software programs.
- Retain records regarding company-owned computer hardware and associated software, and remotely support the technology requests of the team.
- Oversee regular renewal of ACG mailboxes and ensure mail is forwarded to the appropriate recipient(s) on a regular basis.
- Attend and actively participate in regular team meetings and training.
- Follow firm methodologies, templates, and project reporting guidelines.
- Embrace other business office operations and administration duties, as needed.

### Traits and Characteristics

The successful Finance & Operations Associate will be a highly organized and detail-oriented professional with excellent written and oral communication skills. This individual will be a motivated self-starter with the ability to prioritize tasks, maintain and develop routinized systems, and deliver highly efficient and effective office operations and communication. A flexible and adaptable team player, the Finance & Operations Associate will demonstrate speed, accuracy, reliability, personal accountability, and interpersonal skills in working with internal team members and external constituents. They will be motivated by data analysis, building knowledge, intellectual growth, and the maintenance of a complete, current, and responsive financial and time tracking system that supports ACG as well as its mission, vision, values, and strategic goals.

- **Goal Orientation and Problem Solving** – The dexterity to solve problems in a complex organizational structure, with the goal of serving internal team members and external clients.
- **Teamwork and Diplomacy** – The ingenuity to work and collaborate with other ACG staff members, while upholding high ethical standards, navigating confidential and sensitive information and processes.
- **Planning and Organizing** – The ability to use practical and efficient approaches in creating action plans that ensure work is effectively completed and desired outcomes are reached.
- **Resiliency and Personal Accountability** – The clarity to accept responsibility for actions and results, reevaluate, and move forward despite the challenges and opportunities of a business operation.

### Qualifications

An associate's degree, or equivalent experience, in accounting, business administration, or other related field, and at least three years in a similar role is required. Knowledge and regular usage of QuickBooks Online is needed. Office365, Microsoft Word, Outlook, and advanced Excel skills are expected. Experience using Concur, Bill.com, and Quickbase, as well as interest or experience in the arts, are appreciated. This position will offer a primarily remote work environment with the potential for periodic travel to in-person team summits and other meetings.

### Compensation and Benefits

ACG offers a competitive compensation package expected in the range of \$45,000 to \$56,250, commensurate with experience, and benefits that include subsidized medical, dental, and vision insurance; life and disability insurance; and flexible paid time off among others as available.

## Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments, please click [here](#) or visit [artsconsulting.com/careers](https://artsconsulting.com/careers). For questions or general inquiries about this job opportunity please contact:

Steven Atwater  
Vice President, Finance & Operations



292 Newbury Street, Suite 315  
Boston, MA 02115-2801  
Email [FinanceOperationsAssociate@artsconsulting.com](mailto:FinanceOperationsAssociate@artsconsulting.com)

**Arts Consulting Group welcomes all qualified applicants and highly values inclusion, diversity, equity, and access, which are embedded in the uniqueness of the vibrant creative industries and the culture of the firm.**