



Staff Accountant
Career Opportunity

GANGGANG centers beauty, equity and culture in cities, practices, systems, and mindsets. We test new models toward equity in the arts. GANGGANG is on a global, massive mission to advocate for the arts as society's strongest tool for equitable cities. As the creative ecosystem expands, artists are starting to be paid their worth. The financial arm of GANGGANG not only fulfills critical operations but realizes our mission in this way.

GANGGANG's Staff Accountant will steward all financial organizational relationships and corresponding transactions. Qualified candidates will be able to manage multiple relationships and financial processes while also compiling financial information for frequent status reports. As the organization grows, this position will also play a critical role in informing new processes and policies that will optimize and protect the organization's nonprofit status.

Responsibilities & Goals

- Manage accounts payable and accounts receivable processes, initiating and tracking transactions and corresponding communications with artists, vendors, corporate partners, clients, foundations, and other partners
- Monitor fulfillment of receivables including donor and foundation commitments, client payments, and grant disbursements
- Monitor fulfillment of payables including artists, vendors, and other constituents
- Manage financial reporting, including credit card receipt collection and categorization, Amazon purchase categorization, sales tax reports and payments, and other transactions by project according to nonprofit fund accounting
- Coordinate and monitor reimbursements, order fulfillment, recurring software expenses
- Coordinate with the leadership team, board chair and board treasurer to produce and interpret monthly financial reports to encourage board support and forecast organization needs
- Complete monthly bank, credit card, and account reconciliations, as well as other end-of-month duties as required
- Provide specialized reports as requested and asset management with preparing budgets and financial forecasts
- Prepare monthly financial reports reflecting the financial health of the organization
- Coordinate financial project reporting data in conjunction with Project Managers

Qualifications

- 2-3 years of accounting experience
- Excellent customer service
- Experience with Quickbooks or other accounting software
- Experience with Microsoft Excel and/or Google Sheets

Skills Needed

- ***** Customer Service
- *** Nonprofit & Fund Accounting
- **** Finance & CRM Software
- *** Protocol Training & Oversight
- ***** Detail-oriented

This full-time position includes a comprehensive benefits package including health insurance, 403b retirement fund, health savings account, and paid vacation. The position engages with the GANGGANG staff team in-person during regular business hours and has access to relevant hardware and software tools, as well as professional development opportunities. This description is intended to describe the general content and requirements for the performance of the position and is not to be construed as an exhaustive statement of duties and responsibilities. GANGGANG and its employees operate under the umbrella of the Indianapolis Foundation. GANGGANG and the Indianapolis Foundation are Equal Opportunity Employers.



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**Beauty.
Culture.
Equity.**