



**Public Art Fund**, New York's leading presenter of contemporary art in public spaces, seeks a full-time **Finance & Operations Associate**.

Public Art Fund has presented exhibitions by the world's most compelling and significant artists in New York City and beyond for more than 40 years. These projects set the standard for excellence in the field, giving urban space new meaning, while engaging diverse audiences and making culture accessible to all.

The Finance & Operations Associate plays a vital role in the organization's infrastructure supporting day-to-day financial management and office operations. This position reports to the Director of Finance and Human Resources, and will provide essential administrative support to the Deputy Director for Programs & Operations, as well as collaborate with staff across all departments.

### **Responsibilities**

- QuickBooks data entry and organizational record-keeping for accounts receivable and payable, expense reports, credit card and income processing
- Make check deposits, process credit card payments and produce invoices
- Assist with budget tracking and updates, and generate quarterly departmental reports in QuickBooks
- Provide detailed fundraising reports for grant applications and execute routine reconciliation with the development department
- Enter, track and pay bills
- Provide support for preparation and execution of annual financial audit
- Oversee staff time-tracking and employee time allocations; maintain organizational calendars
- Serve as point of contact for IT and office-related vendors and manage technology projects and office equipment
- Coordinate annual 1099s
- Coordinate internships; assist with job postings
- Update and maintain department handbook
- Attend and record minutes for Finance & Audit Committee Board meetings
- With the Deputy Director for P&O, oversee operational purchases and negotiate and maintain vendor agreements
- Maintain cleanliness of office; manage outside cleaning service; serve as building point-of-contact; order office supplies and track supply inventory

### **Desired Skills and Qualifications**

- Minimum one (1) year professional experience in bookkeeping or other administrative experience
- Reliable, with the ability to work independently and meet deadlines while managing multiple projects simultaneously
- Exceptional attention to detail and organizational skills
- Excellent interpersonal and communication skills; proactive attitude; ability to problem-solve
- Ability to work collaboratively and as part of a team
- Fluency in Microsoft Office Suite, particularly Excel, and Google Workspace
- Experience with QuickBooks Online preferred
- Experience with Salesforce a plus
- Knowledge of accrual accounting, GAAP, and restricted funds management a plus
- Interest in contemporary art and being part of a dynamic and collaborative team a major plus

Please email a cover letter and résumé as attachments to [humanresources@publicartfund.org](mailto:humanresources@publicartfund.org). Indicate the job title "Finance & Operations Associate - 2026" in the subject line.

The Finance & Operations Associate is a full-time non-exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine and booster as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work is primarily performed in an office environment, on a hybrid schedule. Salary is \$60,000 - \$63,000 per year and employment package includes medical, dental and vision insurance, generous paid time-off, as well as other ancillary benefits.

Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.