



OFFICES
Minneapolis; New York City;
Washington, D.C.

250 Third Avenue North
Suite 400
Minneapolis, MN 55401

612.333.9012
[ARTSPACE.ORG](https://www.artspace.org)

Controller

Organizational Overview

Artspace's mission is to create, foster, and preserve affordable and sustainable housing and work space for artists, entrepreneurs, and the creative workforce. Artspace works in three major areas: Consulting Services, Property Development, and Asset Stewardship. Through our Consulting Services, we share our expertise with clients across the country. Property Development creates new Artspace projects through a mix of historic renovation and new construction. Artspace's Asset Management group ensures that long-term financial stability and affordability for our live/work projects and commercial tenants. We have worked with more than 300 communities to plan for and, in some cases, implement place-based strategies that integrate the arts with complementary public agendas. This includes economic and community development, historic and cultural preservation, transit-oriented development, and social justice. From these experiences, we have developed a sustainable, equitable model of arts-driven change that has helped inform and influence the growing international movement of creative placemaking. Artspace currently has a portfolio of over 50 projects, providing affordable housing to over 2,000 artists and their families and affordable space for more than 650 artist studios, small businesses, and creative enterprises across the country.

Position

Artspace is searching for a skilled Controller to join our finance team. Our ideal candidate will have 8+ years of experience and/or education in accounting. This candidate will be a tech-savvy multitasker with sharp Excel skills; ideally, have experience with Great Plains/Management Reporter software or similar. This person will be responsible for the full accounting cycle including year-end reports for our audit team. We are looking for someone who can work independently, communicate well, and flex their organizational and time-management skills.

Primary Responsibilities

- **Year-end Consolidated Audit and 990**
 - Prepare year-end schedules for auditors and record year-end journal entries as needed
 - Work with external accountants of limited partnerships to reconcile intercompany accounting transactions
 - Manage audit portal and team responsibilities and upload PBC requests and selections
 - Assist in preparation of annual 990 report
- **Financial statement preparation**
 - Prepare monthly and quarterly consolidated and departmental financial statements
 - Review budget vs. actual and complete variance analysis
 - Present financials and variance reports to CFO and senior management
- **Grant and Loan Reporting**
 - Partner with our National Advancement team to obtain pledge and grant agreements
 - Ensure GAAP recording of income and receivables
 - Report on financial expenditures of each grant received
 - Maintain pledges receivable and temporarily restricted net asset schedules
- **Manage and assist Finance team**
 - Work with AP and AR accountants to reconcile and report on balances
 - Assist property accountants with intercompany transactions and monthly reporting
 - Reconcile bank statements and approve ACH and wire payments as needed
- **Manage and assist with payroll**
 - Review and approve bi-weekly payroll journal entries and related accruals

- Make 403B and HSA deposits and maintain retirement plan
- Complete miscellaneous payroll reporting (1095's, workers compensation audit, etc.)
- **Maintain the General Ledger**
 - Reconcile balance sheet accounts and record journal entries as part of month-end close
 - Prepare and upload the annual budget into accounting system and reconcile to the GL
- **Other**
 - Assist in preparation of Annual Budget and weekly Cash Management tool
 - Maintain banking relationships and oversee banking, payment, and credit card portals
 - Maintain records and documentation

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field; CPA or MBA preferred.
- 8+ years of experience in accounting, including audit and 990 reporting, financial statement preparation, reconciliations, and payroll management. Nonprofit experience required.
- Proven experience in budgeting and variance analysis, with the ability to present financial data and reports to senior management and committees.
- Experience with grant and loan reporting, including the ability to manage restricted and unrestricted funds.
- Technical proficiency with accounting software (preferably Great Plains/Management Reporter) and advanced skills in Microsoft Excel. Familiarity with BILL AP software.
- Experience managing intercompany transactions and working with multiple entities, such as subsidiaries or limited partnerships.
- Strong organizational skills with attention to detail and the ability to handle year-end audits, including preparation of audit schedules and working with external auditors.
- Ability to manage a team, collaborating effectively with Accounts Payable and Receivable staff, and property accountants.
- Excellent communication skills, both written and verbal, with the ability to work independently and as part of a team.
- Experience with banking relationships and managing payment and credit card portals.

Compensation and Benefits

- Full-time position with benefits including employer-paid medical and dental coverage, HSA with employer contribution, 403b with employer match, 11 paid holidays, and more
- Classification: Full-time, exempt
- Salary: \$100,000 - \$120,000 annually, DOQ
- City: Minneapolis, MN
- Work Environment: hybrid, working three days in-office and two days remote

Apply on Indeed.com: <https://lnkd.in/gKdu2B5Q>

Artspace Projects, Inc. provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex, or age. Artspace and the Cowles Center is proud to be an Affirmative Action / Equal Employment Opportunity / Veteran / Disability employer.