



Finance Assistant

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch, and pride ourselves on a warm and supportive work environment. GrubStreet seeks a part-time Finance Assistant to support the daily operations of the finance department, including running accounts payable and receivable, managing monthly reporting, and other administrative duties to support the CFO/COO. We encourage POC, LGBTQ, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply.

FINANCIAL SUPPORT

- Responsible for accounts payable and accounts receivable support using QuickBooks
- Co-Manages finance email account at GrubStreet
- Coordinates monthly credit card reconciliation
- Process and make bank deposits
- Manages monthly financial reporting
- Assists CFO/COO in creating monthly income statements and other materials for the Finance Committee and the Board of Directors
- Manage petty cash
- Other financial support, as needed

Qualifications:

- Enthusiasm for GrubStreet's mission and an alacritous approach to the work
- Skilled in Microsoft Office (especially Excel)
- Strong data entry skills
- High level of accuracy and focus on detail
- Strong organizational and multi-tasking skills
- Solid interpersonal and communication skills – both oral and written
- Willingness to learn and work well within a team environment

Our Mission

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet is an equal opportunity employer.

Qualified candidates will be subject to background checks due to the sensitive nature of this position.

Please email your resume and cover letter to jobs@grubstreet.org and please put “Finance Assistant” in the subject line. Applications will be accepted and reviewed until the position is filled. No phone calls, please.

Position Type: Part-time, 15-20 hours per week

Position Level: Entry-level, Bachelor’s degree, concentration/experience in financial accounting or business a plus but not required.

Position Reports to: Chief Financial & Operating Officer

Location: Boston