



## FROM THE TOP

### Job Posting

**Title:** Finance Assistant  
**Reports to:** Staff Accountant  
**Status:** Part-time, Non-Exempt -20 hours per week  
**Available:** June 2018

#### Organizational Overview:

Based in Boston, From the Top is America's largest national platform dedicated to celebrating the stories, talents, and character of classically-trained young musicians. Through live events, NPR and YouTube broadcasts, scholarships, and leadership programs, we empower these extraordinary young people to engage and inspire music lovers of all ages. For more information, go to [www.fromthetop.org](http://www.fromthetop.org).

#### Summary:

From the Top is seeking an experienced, highly organized support staff with strong computer skills and close attention to detail and accuracy for our Finance & Administration team. This person is primarily responsible for payroll, accounts payable, and office tasks.

#### Key duties and responsibilities:

- Prepare monthly AMEX reports for import into accounting system
- Prepare bi-weekly staff payroll (ADP), and bi-weekly work-study payroll
- Track and report accrued Paid Time Off balances for staff
- Process weekly payables including weekly processing invoices for payment
- Prepare monthly reports, accounting entries, and filing reports
- Provide administrative support to the Director of Finance & Administration and Staff Accountant
- Order office supplies and paper goods

#### Qualifications:

- 2+ years of experience in bookkeeping and/or payroll required
- Must be detail-oriented with high standards for accuracy and efficiency
- Must be able to prioritize, multi-task, problem-solve, and work with minimal supervision
- Proven ability and willingness to keep sensitive information confidential
- Proficiency in using a computer and Microsoft Office applications required
- Ability to work in a fast-paced, high-energy and highly collaborative work environment
- Ability to engage in physical activity such as lifting boxes weighing up to 20 lbs.
- Must complete criminal history and identity check screenings

**Salary and Benefits:** Part-time (20 hours/week), non-exempt, hourly position with Massachusetts Paid Sick Time. Hourly pay rate ranging from \$18 to \$22.00 per hour, based on qualifications and experience.

**To Apply:** Please send resume and cover letter to [jobs@fromthetop.org](mailto:jobs@fromthetop.org). No phone calls, please.

*From the Top, Inc. is an equal employment opportunity employer.*