



Finance Associate or Assistant

MOCA TUCSON INSPIRES NEW WAYS OF THINKING THROUGH THE CULTIVATION, INTERPRETATION, AND EXHIBITION OF CONTEMPORARY ART. Established by artists in 1997, MOCA is Tucson's and the Sonoran Desert's only museum devoted exclusively to contemporary art from around the globe. Housed in a repurposed neo-brutalist firehouse in Downtown Tucson since 2010, MOCA Tucson applies creative solutions to the problems of today and tomorrow through the vehicle of contemporary art. Programming is ambitious, innovative, and responsive to current concerns. A pioneering museum of its kind, MOCA Tucson currently hosts rotating exhibitions by locally, nationally, and internationally renowned contemporary artists—critical exhibitions that spur dialogue and that foster empathy between artists and audiences. Our bold programming is highly engaging for diverse audiences and creates a welcoming, inviting space for visitors to learn more about the changing world we live in. MOCA Tucson is an important incubator and connector for contemporary art across the Southwest region and beyond.

SCOPE AND RESPONSIBILITIES

The Museum of Contemporary Art Tucson seeks a highly motivated, experienced, and detail-oriented Finance Associate or Assistant. This position will report to the Executive Director and will manage the daily finances of the museum as well as related business and administrative affairs, as well as possibly human resources. The position will support all financial aspects of MOCA Tucson, working with a small, highly motivated team of creative individuals.

Responsibilities include, but are not limited to the following:

Manage MOCA financials:

- Ensuring timely information on the operating and financial performance of the museum
- Monitoring budgets and reporting on cash flow
- Updating Quickbooks online
- Preparing and submitting payroll
- Preparing and processing invoices
- Inputting accounts payable and receivable and reconciling donations and purchases
- Handling all financial correspondence with vendors
- Managing financial files
- May work with staff on producing and managing departmental budgets, spending, reporting
- Managing banking and credit card processes
- May assist with tax form preparation and external audit
- May assist with grant applications, filing, reporting
- May produce visually-driven reports of analyzed data as-needed



Manage Human Resources:

- May maintain personnel records and employee manual
- May negotiate and implement benefits program
- May onboard new employees, manage exits

QUALIFICATIONS

MOCA Tucson seeks a motivated, ambitious individual with 1-5 years bookkeeping or accounting experience and a skill for financial and administrative processes. Must have strong computer acumen, including with Word, Excel, and Quickbooks. Expertise with CRM or other donor management software a plus, as is familiarity with external auditing process. The ideal candidate will be able to work within a fast-paced environment and to juggle multiple projects simultaneously with ability to prioritize, will possess strong interpersonal, communication, and organizational skills, will maintain a high level of confidentiality and discretion, will work collaboratively and treat colleagues, visitors, and patrons with care, will have demonstrable experience in finance and human resources. MOCA is looking for individuals who will bring new perspectives and ideas to our team, who are energetic and highly organized, who take direction but are self-motivated and deeply collaborative, and who are committed to MOCA's mission.

LOGISTICS

Approximately 15-20 hours per week at MOCA; \$20-\$25 per hour, commensurate with experience. The ideal start date for this position is June 1, with applications currently being reviewed. The Finance Associate or Assistant position may grow with MOCA, into full-time with benefits. To be considered, send cover letter and resume to kate@moca-tucson.org.