

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net



Job Description - Accounting Assistant

We are looking for a part-time Accounting Assistant to help with our day to day operations. This is a part time contractor position, and is ideal for someone looking for a side hustle or to gain back office experience in the genre fiction and podcasting space.

This position will be open to internal candidates only through 30 June 2020, and then if unfilled opened to external candidates.

Role Details

- Position: Accounting Assistant
- Location: Remote (GMT time zone preferred but not mandatory)
- Hours: Part-time and flexible (estimated 10 hours per month)
- Pay: Flat rate of USD \$[REDACTED] per month (plus incurred costs, if any)
- Start Date: Immediate / ASAP
- Contract Length: Six month initial term; option to make permanent
- Potential for role expansion

Responsibilities

This role includes:

- Working closely with and reporting to the Accountant
- Regular communication with the Accountant to update on tasks and projects
- Respond to queries from EA's owners and the editorial teams
- Regular workflow including:
 - Entering and coding financial transactions
 - Processing invoices and payments
 - Reviewing expense and making reimbursements
 - Bank transactions
 - Maintaining financial records
 - Monitoring donation sources and resolving issues
 - Checking financial transactions for accuracy
 - Receipt and disbursement of funds as needed
- Maintaining a baseline working knowledge of our industry
- Any other tasks or services agreed upon in connection with this role

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- Possible attendance of industry events (depending on location and interest)
- We encourage you to interact with our fan community via our forum and social media outlets

Requirements

We are looking for someone who:

- Has relevant and demonstrable knowledge and experience working in an accounting role
- Is capable with document and spreadsheet software (Microsoft Office or GSuite)
- Can be regularly contactable both in and out of normal office hours (within reason)

Helpful skills and qualifications

- Experience with QuickBooks
- Experience with tax preparation
- Experience with donation platforms including PayPal, Patreon and Ko-fi
- Experience with content creation dashboards including Twitch and YouTube
- Experience using social media platforms including Discord and Twitter

Person specification

An ideal candidate is:

- Holds an accounting qualification
- Speaks fluent English
- Organised, self-disciplined and self-motivated
- A strong and active communicator
- Able to work well in an asynchronous environment and across time zones
- Able to work with minimal oversight (but never without support)
- Willing and interested in learning new skills and taking on new challenges
- Actively interested in media production (especially podcasting and publishing)
- Comfortable with formal reporting when required
- Familiar with our existing work and online communities

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About Us

Escape Artists Inc. is a US-based media company. We specialize in creating free-to-consume short fiction podcasts including the original science fiction podcast, Escape Pod. Our award-nominated content reaches millions of listeners each year.

Visit escapeartists.net for more information and our press kit.