

**Escape Artists Inc.**

Post Office Box 83

Woodstock, Georgia 30188 USA

[www.EscapeArtists.net](http://www.EscapeArtists.net)

## Job Description - Accountant

EA's accounting team processes our day-to-day transactions, provides regular financial reporting, and supports all financial aspects of EA's business. They work closely with the owners to monitor income and expenses, troubleshoot payment issues, and oversee annual tasks like forecasting and tax preparation. They work closely with our contract administrator and the rest of our 'back office' team, including with other accounting team members as needed.

While a single person could fulfill this role to the standard desired, we prefer to recruit two people in the same role so as to better accommodate its part time nature.

This is a freelance/part time contractor position and is ideal for someone looking for a paid side hustle with low admin overhead and to gain back office experience in the genre fiction and podcasting space.

Note: we anticipate that this role will have an uneven cadence, with some periods busier than others. We have taken this into consideration when providing the estimated hours per month.

*We aim for this role to have a lengthy (2-3 month) transition period, during which working sessions will take place with the outgoing accountant twice a month.*

### Role Details

- Position: Accountant(s)
- Location: Fully remote
- Hours: Part-time and flexible (estimated 20-25 hours per month)
- Pay: Flat rate of USD \$[REDACTED] per month (plus incurred costs, if any)
- Start Date: Immediate / ASAP
- Contract Length: Permanent

### Responsibilities ("What You'll Do")

This role includes:

- Working closely with and reporting to EA's owners
- Regular communication with the owners to update on tasks and projects

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- Respond timely to queries from EA's owners, editorial staff, and administrative staff
- Regular workflow including:
  - Entering transactions into accounting software
  - Consistent and regular processing invoices and payments, including via international banking services
  - Reviewing expenses and making reimbursements
  - Banking transactions including recording account activities and monthly bank reconciliations
  - Monthly financial reports
  - Maintaining financial records
  - Monitoring donation sources and resolving issues
  - Checking financial transactions for accuracy
  - Receipt and disbursement of funds as needed
  - Coordinating annual tax filing with external tax accountant
  - Processing and submitting year end 1099 forms

Other responsibilities including:

- Safeguarding confidential information and personal data
- Abiding by the EA [Code of Conduct](#) and the [Terms of Use and Privacy Policy](#)
- Any other tasks or services agreed in connection with this role
- Maintaining a baseline working knowledge of our industry
- Possible attendance of industry events (depending on location and interest)
- We encourage you to interact with our fan community via our forum, Patron-only Discord server and social media outlets

Requirements ("What You Bring")

We are looking for someone who:

- Has relevant education and/or work experience in an accounting role
- Is proficient in Microsoft Office and/or G-suite word processing and spreadsheet apps
- Is comfortable with spreadsheet pivot tables and/or willing to learn
- Can be regularly contactable and attend trainings and meetings when provided with sufficient notice

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- Can quickly, professionally, and effectively respond to difficult or urgent situations as they arise and with the support and input of EA's owners

Helpful skills and qualifications ("Nice to Have")

- Fluent in English (read and write; speaking is also helpful)
- Experience with QuickBooks Online
- Experience with US non-profit organizations
- Familiarity with corporate 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 ("Who You Are")

An ideal candidate is:

- Holds an accounting qualification
- Organized, self-disciplined and self-motivated
- Collaborative
- Open to constructive feedback
- Responsive to change
- A strong and proactive communicator
- Able to work well in an asynchronous environment and across time zones
- Able to work with minimal direct oversight (but never without support)
- Able to maintain strict confidentiality
- Willing and interested in learning new skills and taking on new challenges
- Actively interested in media production (especially podcasting and publishing)
- Familiar with our existing work and online communities

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**About Us**

Escape Artists Inc. is a US-based, fiction-focused media production. We specialize in creating free-to-listen short fiction podcasts including the original science fiction podcast, Escape Pod. Our award-winning content is downloaded or streamed millions of times a year.

Visit [escapeartists.net](http://escapeartists.net) for more information and our press kit.