



## **16 TECH COMMUNITY CORPORATION JOB DESCRIPTION**

**POSITION:** **Staff Accountant**  
**STATUS:** Exempt  
**ORGANIZATION:** 16 Tech Community Corporation  
**REPORTS TO:** Controller

### **ORGANIZATION OVERVIEW**

16 Tech Community Corporation, Inc. is the 501c3 leading the physical and programmatic development of the 16 Tech Innovation District. 16 Tech is Indy's Innovation District, a 50-acre live-work-innovate community located in downtown Indianapolis is dedicated to world-changing innovation and economic opportunity.

**16 Tech Community Corporation is focused on four distinct areas of work:**

- **Placemaking:** Oversee the physical development of the district
- **Marketing:** Attract companies, teams, and talent
- **Programming and culture:** Curate services and programs to foster innovate and create an inclusive culture
- **Community Initiatives:** Engage with and contribute meaningfully to our neighboring communities

16 Tech Community Corp is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

### **POSITION OVERVIEW**

The 16 Tech Staff Accountant will assist the Controller in producing accurate and timely financial information for the corporation. The 16 Tech Staff Accountant will play a vital role in accurately capturing the financial activity that happens throughout the District and assisting various leaders make decisions that support the mission.

**Primary responsibilities include:**

- Primary contact for all AP across all entities. Responsible for entering invoices into payables management system for approval and payment
- Responsible for collecting form W-9 and XBE data from vendors

- Primary contact for cash receipts across all entities. Responsible for recording cash receipts and tracking accounts receivable
- Maintains payables management system and post entries to general ledger
- Prepares recurring JE's monthly - Depreciation, Community Investment Fund and CAM fees, ground rent income, parking income, and other relevant functions of the corporation
- Performs monthly bank reconciliations accurately and timely for all bank accounts
- Reconciles the corporation's credit card activity monthly including collection of receipts from various card holders
- Enters payables and reconciliation of supporting documentation for events
- Prepares account reconciliations as part of the month-end process including, accounts payable, prepaid expenses, and construction-in-process
- Tracks expenses for ongoing construction projects
- Works with various outside consultants and partners to record financial accounting activity timely
- Prepare timely invoices for contributions/gifts
- Records cash deposits in the general ledger based on information received from Chief Financial Officer
- Performs other tasks as required by the Controller or Chief Financial Officer

The ideal candidate will demonstrate interest in all aspects of the financial activity of the corporation. The ideal candidate will be passionate about 16 Tech's mission and will exhibit a willingness to be an integral, collaborative member of the 16 Tech team.

### **QUALIFICATIONS, SKILLS, & ABILITIES**

- Prior experience work experience as a staff accountant preferred
- Construction and real estate accounting experience a plus
- Strong understanding of working with the chart of accounts and standard general ledger operations
- Exhibits fluency with all aspects of payables management, recurring journal entries, and month-end reporting
- Familiarity with QuickBooks and bill.com preferred
- Exhibits fluence with Microsoft Excel and other products of the MS Suite
- Excellent communication skills, both written and verbal
- Demonstrated high attention to detail and execution
- Highly organized, able to focus on various tasks concurrently
- Self-driven and goal-oriented, able to work independently and organize own tasks, projects, and calendars
- High-level of maturity, able to work as part of a small, entrepreneurial team

To apply for this, please submit a cover letter and resume to Beth Schneider at [careers@16tech.com](mailto:careers@16tech.com). Applications accepted on a rolling basis; looking to fill role ASAP.

More information is available at <https://www.16tech.com/>