



## 16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

<b>POSITION:</b>	<b>Staff Accountant</b>
<b>STATUS:</b>	Exempt
<b>ORGANIZATION:</b>	16 Tech Community Corporation
<b>REPORTS TO:</b>	Controller

### ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana's economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 800 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation's mission is to create an inclusive innovation community for Indianapolis, and its role as an entrepreneurial service organization and workforce partner contribute directly to the value proposition of the district. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it's important to be good neighbors.

16 Tech Community Corporation 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. The 16 Tech Staff Accountant will play a vital role in accurately capturing the financial activity that happens throughout the Innovation District and assisting various leaders make decisions that support the mission.

### ESSENTIAL FUNCTIONS

- Primary contact for all AP across all 16 Tech Community Corporation entities. Responsible for entering invoices into payables management system.
- Responsible for collecting form W-9 and XBE data from vendors.
- Responsible for annual 1099 reporting process across all entities.
- Maintains payables management system and post entries to general ledger.
- Prepares recurring JE's related to the monthly close process.
- Reconciles the corporation's credit card activity monthly including collection of receipts from various card holders.
- Prepares account reconciliations as part of the month-end process.
- Works with various outside consultants and partners to record financial accounting activity timely including the third-party property manager.
- Performs other tasks as required by the Controller and/or Chief Financial Officer.

## **SKILLS & EXPERIENCE**

- 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.

## **EDUCATION & QUALIFICATIONS**

- A bachelor's degree in accounting preferred or a 2 year degree with 2-5 years of relevant work experience.

## **BENEFITS**

- 100% paid healthcare and dental premiums for both individuals and families
- Pre-tax and Roth 401(k) Retirement Plan with generous match. 5% contribution by the employer regardless of employee contribution and up to an additional 5% employee voluntary contribution eligible to be matched by the employer
- Paid Group Life, Short-Term, and Long-Term disability insurance benefits
- Paid Time Off (PTO), including 17 holidays
- Free parking

## **DETAILS**

To apply, please submit a cover letter and resume to [careers@16tech.com](mailto:careers@16tech.com). Applications will be reviewed and interviews will be conducted on a rolling basis.

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