



JOB TITLE: Finance Assistant

ORGANIZATION: Aspen Music Festival and School

REPORTS TO: Controller and Vice President for Finance and Administration

Summary:

Responsible for accounts payable processing and other related accounting tasks, and also for providing administrative assistance to the VP for Finance and Administration

Responsibilities:

- Process all accounts payable invoices, including data entry, review of coding, check processing and related filing.
- Provide timely follow-up on any AP-related issues with vendors and staff.
- Finance department liaison for guest artist and faculty contracts.
- Maintain accurate records of all gift-in-kind activity.
- Provide other accounting assistance to the Controller as necessary.
- Provide administrative assistance to the VP for Finance and Administration, including organizational tasks such as filing, coordination and scheduling of meetings, and all related correspondence.

Please send resume and cover letter to financeasst@aspenmusic.org.

No phone calls please