

FILM INDEPENDENT

Job Description

Title: Bookkeeper

Reports to: Accounting Manager

Job Description:

Under the supervision of the Accounting Manager, the Bookkeeper processes and posts a variety of accounting transactions such as invoices, payments and expenses in accordance with Film Independent accounting procedures. The bookkeeper maintains accounting files, whether physical or digital, checks and verifies accounting data. The bookkeeper enters data into QuickBooks or Raisers Edge and may be asked to do research and process reports from these systems.

Duties:

GENERAL

- Provide ongoing accounting support to Departments, researching and tracking any issues regarding check payment, cash receipts/deposits, reimbursements, invoices, credit card receipts etc. to resolve any issues/discrepancies.
- Prepare deposits and process them via online banking, and in some cases, making deposits by courier or going directly to the bank.
- Assist in providing detail support in tracking LA Film Festival and Spirit Awards transactions.
- Input daily income (website, in-house credit card, cash) into QB.
- Review check requests/invoices and generate checks after audited.
- Input all cash disbursements into QB.
- Maintain credit card records and work with the Finance & Administration assistant in keeping all records and receipts for all credit card accounts.
- Invoicing and entering data into Raiser's Edge for various programs outside of Corporate Sponsorship and Institutional Giving. (e.g. LACMA theatre rental, input information into payables, etc.)
- Work with the LA Film Festival Ticketing Manager and others to do research on possible credit card chargebacks.
- Input certain income data into Raiser's Edge and cross-reference with QuickBooks as payments are recorded.
- Download and reconcile reports from payment terminals such as Blackbaud, AudienceView, Eventbrite, Braintree, etc.
- Perform related general clerical duties.
- Support Managing Director as needed.
- Additional projects/duties as assigned.

FISCAL SPONSORSHIP

- Properly record website and check donations toward Fiscal Sponsorship projects into Raiser's Edge and QuickBooks.
- Create campaigns as needed on Raiser's Edge for each project participating in Fiscal Sponsorship.
- Work along Accounting Manager and Manager of Fiscal Sponsorship scheduling disbursement of checks to Fiscal Sponsorship participants.

TAX RETURN PREPARATION and AUDIT

- Assist with tax return preparation requirements
- 1099 processing.
- Assist auditors providing complete back up for any possible inquiries, (i.e. copies of checks, check disbursement forms, income logs).

REQUIREMENTS

- Experienced Bookkeeper 3-5 years of experience.
- Non-Profit experience is a plus.
- Excellent organization skills.
- Excellent computer skills (QuickBooks and Excel a must, Raiser's Edge a plus).
- Familiar with both Mac and PC.
- Ability to solve practical problems in a quick and timely manner and interpret a variety of instructions furnished in a written or oral form.
- Excellent at communicating both orally and in writing.

Interested candidates should send cover letter, resume, salary history and requirements to jobs@filmindependent.org.