

FILM iNDEPENDENT

Title: Finance Coordinator
Reports to: Finance Manager

JOB DESCRIPTION

Under the supervision of the Finance Manager, the Finance Coordinator processes and posts a variety of accounting transactions such as invoices, payments and expenses in accordance with Film Independent accounting procedures. The Finance Coordinator maintains accounting files, whether physical or digital, and checks and verifies accounting data. The Finance Coordinator will enter data into QuickBooks and Raisers Edge and may be asked to conduct research and/or run reports from these systems.

DUTIES

General:

- Provide ongoing accounting support to Departments, researching and tracking any issues regarding check payments, cash receipts/deposits, reimbursements, invoices, credit card receipts, refunds etc. to resolve any issues/discrepancies.
- Prepare deposits and processes 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 Spirit Awards transactions.
- Input daily income, (website, in-house credit card, cash) into QB.
- Review check or wire requests/invoices and generate checks after audited.
- Input all cash disbursements into QB.
- Maintain and file credit card records.
- Invoicing and entering into Raisers Edge for various programs outside of Corporate Sponsorship and Institutional Giving. (i.e. Theatre rental, input information into payables, etc.)
- Input certain income data into Raisers Edge and cross-reference with QuickBooks as payments are recorded.
- Downloading and reconciling reports from payment terminals such as Blackbaud, Converge, Braintree etc.
- Download donation reports from Facebook and enter into Raiser's Edge.

- Download reports from donation platforms such as Benevity, Your Cause etc., post donations into QB.
- Perform related general clerical duties.
- Additional projects/duties as assigned.

Fiscal Sponsorship:

- Properly Record website and check donations toward Fiscal Sponsorship projects into Raisers Edge and QuickBooks.
- Send out donor acknowledgement letters.
- Maintain day-to-day communications with fiscally sponsored project directors about their accounts.
- Send account balance statements to project directors upon request.
- Work alongside Finance Manager and Fiscal Sponsorship Manager 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).

COMPETENCIES AND EXPERTISE

- A strong dedication to Film Independent and its values.
- Experienced Finance Coordinator with 3-5 years of experience.
- Strong relationship building and maintaining skills.
- Experience working in a non-profit environment preferred.
- Strong written and verbal communication skills and a professional presence.
- Strong organizational and administrative skills, with attention to detail and ability to work on multiple projects simultaneously.
- Excellent computer skills (QuickBooks and Excel a must, Raisers Edge a plus.
- Needs to be 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.
- Integrity and confidentiality a must.
- Ability to work as part of a team and under pressure with all personalities at various levels.

Send cover letter and resume to jobs@filmindependent.org. No calls please.