

FILM INDEPENDENT

Title: Finance Associate

Pay Range: \$50,000 – \$60,000

Status: Non-Exempt, full-time + benefits

Reports to: Senior Finance Manager

ABOUT FILM INDEPENDENT

Film Independent's mission is to champion creative independence in visual storytelling in all its forms, and to foster a culture of inclusion. We support a global community of artists and audiences who embody diversity, innovation, curiosity and uniqueness of vision.

JOB DESCRIPTION:

Under the supervision of the Senior Finance Manager, the **Finance Associate** is tasked with effectively supporting the organization's day-to-day financial operations including but not limited to a) processing a variety of financial transactions primarily through QuickBooks with an emphasis on accounts payables and revenue deposits in accordance with the organization's accounting procedures; b) providing financial administration support for the Fiscal Sponsorship program; c) organized maintenance and retention of financial records for compliance, recordkeeping and archiving.

DUTIES:

Bookkeeping and Accounting

- Manage the accounts payables email account and audit payment requests to ensure accordance with Finance protocols including proper QuickBooks coding and management approval.
- Input all invoices and other types of payment requests into QuickBooks.
- Input all cash disbursements into QuickBooks.
- Prepare weekly payables report for DFO approval including cash flow projection.
- Prepare ACH batches, wires and prenotes through online banking portal for DFO approval.
- Prepare all bank deposits and process either through online banking or directly at the bank branch as necessary.
- Input all deposits into QuickBooks in accordance with Finance protocols and reconcile to applicable accounts receivable invoices.
- Download and reconcile reports from third-party payment terminals such as Blackbaud, Converge and Submittable, and post to QuickBooks.
- Download and reconcile reports from third-party donation platforms such as Benevity and Your Cause, and post to QuickBooks.

- Provide ongoing accounting support to departments including financial reporting and investigation of issues or discrepancies with accounts payable and deposits.
- Assist with providing requested documentation for annual audit and tax return preparation.
- Additional projects/duties as assigned.

Fiscal Sponsorship

- Working in collaboration with the Fiscal Sponsorship Coordinator, record all donations for Fiscal Sponsorship projects into QuickBooks and issue donation letters.
 - Download and reconcile reports from third-party donation platforms such as Benevity and Your Cause, and post to QuickBooks.
 - Maintain regular communications with project directors and issue account balance statements upon request.
 - Audit project disbursement requests in collaboration with the Fiscal Sponsorship Manager.
 - Prepare ACH batches, wires and prenotes through online banking portal for DFO approval.
 - Provide ongoing support to the program including financial reporting and investigation of any issues or discrepancies regarding donations, disbursements or account balances.
 - Contribute to educational panels and outside meetings as necessary.
 - Additional projects/duties as assigned.
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REQUIREMENTS:

- Bachelor's Degree or combination of education and experience normally represented by a Bachelor's Degree in Accounting, Finance, Business Administration or a related field.
- Minimum three (3) years of work experience in a finance department preferably for a nonprofit organization with a budget of at least \$5 million.
- Experience with bookkeeping and CRM platforms: QuickBooks, QuickBooks Online (Raisers Edge a plus).
- Experience with Microsoft Office Suite (Excel, Microsoft Word, Outlook, Teams).
- Excellent computer skills for both MAC and PC.
- Ability to apply new technological platforms when needed.
- Ability to solve practical problems in a quick and timely manner and interpret a variety of instructions.
- A high degree of integrity, time management skill, autonomy, attention to detail, organization, proactivity, written and oral communication skills and ease of approachability.
- Adept at engaging with a broad range of personalities at all levels within an organization.
- A team player and the ability to work as part of a team and under pressure with all personalities at various levels.

To apply, send a cover letter and resume to jobs@film-independent.org. No phone calls please.