

JOB DESCRIPTION ACCOUNTING ASSISTANT



SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

Position Overview and Impact:

The **Accounting Assistant** provides accounting and administrative support to our growing team. Reporting to the Director of Finance, our Accounting Assistant will help ensure we track and manage all financial transactions, including AP/AR, chart of accounts, and provide general support and office administration. This is a great opportunity to join a dynamic and creative team.

Primary Duties and Responsibilities:

- Process accounts payables. in accordance with SIFF policies, including preparing the accounts. Prepares and distributes required tax reporting documents annually
- Prepares accounts receivable billings for sponsors, rental agreements and other revenue sources and reviews accounts receivable on an on-going basis
- Supports the Development department in accurately recording donations, grants and other funding activities. Prepare revenue report to inform the appropriate staff of revenues received
- Completes payroll functions in order to ensure staff are paid in an accurate and timely manner
- Process all credit card payments and reconcile credit card statements
- Working in coordination with our Film Operations staff, ensure that cash deposits for ticket and concession revenue are recorded correctly
- Assist the Finance Director with the posting of revenues and expenses into the accounting software
- Coordinates office supply ordering and ensuring that materials are available for streamlined operations.
- Maintain accurate records and files, including supporting the request for records for financial audits and other tax preparation.
- Provide general support to the Director of Finance, staff and leadership team as needed to ensure office operations run smoothly

Qualifications, Skills and Experience:

- Bachelor's degree in accounting or related degree strongly preferred; associate degree required

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- 1-3 years of work experience in similar capacity; nonprofit experience in a finance role preferred
- Working knowledge of GAAP
- Superior organizational skills and attention to detail
- Excellent computer skills, including the knowledge of MS Word, Excel and familiarity with Quick Books Account Software preferred or similar programs
- Must be able to work independently, prioritize workload and perform under pressure in a fast paced environment
- Commitment to and enthusiasm for the mission of SIFF

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.