
ACCOUNTING MANAGER

Job Description

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.

OVERVIEW AND IMPACT:

The **Accounting Manager** is responsible for managing financial systems and monthly accounting practices, including preparation of accurate and timely financial data for financial reporting and management uses, financial systems and process development, as well as the administrative functions of payroll, benefits, insurance, and taxes.

PRIMARY DUTIES & RESPONSIBILITIES:

Financial Management

- Maintain accounting controls by preparing and recommending policies and procedures. Review and upgrade as needed to ensure accuracy in accounting activities and compliance with any regulatory changes.
- Monitor and project cash flow
- Provide oversight to ensure accounts payable and receivables are coded and prepared correctly.
- Work with outside auditors and CPA firm to furnish requisite data to ensure timely completion of annual audits and tax filings
- Maintain relationships with lending institutions and the financial community.
- Ensure that payroll and tax deposits are paid correctly and on time.
- Work closely with the Executive Director and Development department to prepare budgets and financial reports to funding agencies
- Assist staff with understanding of their budgets, including monthly and quarterly reconciliation and recommendations for changes and adjustments as needed to maintain budget.
- Supervise part-time staff in performing day-to-day bookkeeping

Reporting and Statement Preparation

- Prepare monthly financial and Management reports, comprising consolidated and subsidiary modules, P&L forecasts, cash flow forecasts, variance reports, and related analysis
- Generate and process monthly reports for the finance committee and review quarterly financials with Board of Directors.
- Lead the annual budgeting and financial forecast process.
- Record activity and reconcile checking accounts
- Prepare monthly state and quarterly city excise tax reports

Human Resource, Employee Benefits and Payroll Administration

- Calculate and approve payroll deductions and record payroll transactions in accounting systems
- Submit payroll to third party vendor; confirm quarterly filing of tax returns and payment by third party vendor
- Assist in the onboarding of new hires, including benefits and payroll paperwork and enrollment as needed
- Provide information to staff related to employee benefits

- Review and approve external reporting to department of labor and worker's compensation
- Maintain and manage files for personnel reports and tax records for staff and outside contractors
- Administer employee benefits including health benefits
- Administer insurance coverage, including property and liability

QUALIFICATIONS:

- Bachelor's degree in Accounting/Business
- Five years of professional level accounting and finance experience including experience managing budget and forecast and preparation of financial statements
- Experience managing annual audit process including serving as primary contact and representative with external audit partner
- Experience providing support for human resources issues in a small team, including benefits, payroll and compliance requirements
- Excellent interpersonal and communication skills; must be able to work with all levels of the organization and successfully deliver information and recommendations to executives
- Ability to work under pressure and achieve required deadlines
- Demonstrated ability to work successfully in a team environment

Preferred:

- Nonprofit experience
- Some experience/familiarity with cost accounting and accrual based accounting
- MBA and CPA
- Quickbooks

TO APPLY:

Email letter of interest and resume to siffjobs@siff.net indicating **Accounting Manager** in the subject line.

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applicants with equal opportunity in all aspects of the employment relationship.