

Frameline

JOB DESCRIPTION / Finance Contractor

ABOUT FRAMELINE

Frameline's mission is to change the world through the power of queer film. As a media arts non-profit, Frameline's programs connect filmmakers and audiences in San Francisco and around the world. Frameline's integrated programs provide critical funding for emerging LGBTQ+ filmmakers, reach hundreds of thousands with a collection of more than 250 films distributed nationally, and create an international stage for the world's best queer film through the San Francisco International LGBTQ+ Film Festival and additional screenings and cinematic events in person and online.

THE POSITION

Frameline seeks a dynamic, driven, independent, and highly organized Finance Contractor. The Finance Contractor is responsible for the creation, maintenance, tracking and analysis of Frameline's financial records, budget creation and reforecasting, in addition day-to-day accounting, and for ongoing processes such as payroll, reconciliations, and financial reporting. The Finance Contractor also prepares necessary materials for the annual audit process.

The position liaises with the Executive Director (ED) and will be expected to provide reports to Staff and to the Board Treasurer.

Remuneration: \$50-\$70/hour DOE

Status: Independent Contractor

Hours: Estimated 10-20 hours per week (increased hours may occur at different times of the year)

QUALIFICATIONS

1. Bachelor's degree (finance or accounting degree preferred)
2. Minimum of 3-5 years of direct experience in non-profit accounting/bookkeeping
3. Proven experience in financial management for a non-profit (at least \$1 million budget), with multiple funding sources and multiple programs
4. Mastery of QuickBooks Online or other accounting software, Excel, and other MS Office programs
5. Strong knowledge of classes and categories and when to utilize them.
6. Extensive knowledge reviewing balance sheets, and P&Ls
7. Knowledge of accounting regulations and practices (e.g. GAAP, IRC)
8. Understanding of non-profit accounting principles and best practices

9. Highly organized, strict attention to detail, and exemplary work standards
10. Ability to prioritize and work with multiple deadlines in a fast-paced environment
11. Excellent organizational, analytical, time management, and project management skills
12. Ability to exercise good judgment, take initiative, work in a team, and maintain confidentiality of information
13. HR management experience or commitment to media arts field a plus
14. Understanding of financial aspects of film/media production, distribution, or exhibition a plus

RESPONSIBILITIES & DUTIES

Financial Management

1. With the Board Treasurer, switch accounting system from Quickbooks Enterprise to Quickbooks Online.
2. Responsible for implementing accounting procedures and ensuring internal controls
3. Assist ED with preparation and creation of annual budget, and provide cash flow spreadsheets
4. Work closely with the FL Board Treasurer to analyze budget trends and highlight areas of improvements and costs savings.
5. Reconcile with Development, Membership, Distribution (e.g. royalties) and Exhibition (e.g. Box Office) on a monthly basis to ensure records are in agreement
6. Generate financial reports for grant applications and reports
7. Develop, streamline and maintain strategic means of tracking procedures and processes
8. Prepare all schedules necessary for audits and serve as the primary contact with external auditors
9. Prepare quarterly sales tax returns, required state and federal filings, and generate annual 1099 reports
10. Review all tax returns with Executive Director prepared by auditor to ensure data is correct and in agreement with financial audit
11. Develop, maintain, and revise chart of accounts as needed

Bookkeeping

1. Conduct day-to day general accounting including, but not limited to Payroll, General Ledger, Accounts Payable and Accounts Receivable
2. Process Payroll on a semi-monthly basis ensuring all additions, terminations, and payroll changes are included as well as manage payroll records and filing of payroll tax returns
3. Reconcile monthly bank accounts, general ledger and Paypal accounts
4. Cut checks weekly as agreed upon with Executive Director in response to Accounts Payable
5. Alert Executive Director and Department Heads of overdue Accounts Receivables

6. Update and enter all monthly liabilities and journal entries including; Royalties, PTO, Depreciation etc.

Administration

1. Maintain and back-up (as needed) finance-related computer and paper records
2. Assist in the organization of and maintenance of personnel files
3. Communicate with vendors and clients as needed
4. Expand on Quickbooks online system and continuously evaluate the systems in place.
5. Other duties as assigned by Executive Director

TO BE CONSIDERED:

Please e-mail a cover letter and resume to:

James Woolley
applications@frameline.org
Subject: Finance Contractor

Please submit your interest by January 21, 2021. No phone calls, please. Due to the number of candidates expected for the position, only those selected for interviews will receive responses.

Frameline is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Frameline strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.