



The Sedona International Film Festival is a yearlong celebration of the power of independent film and multicultural programming to inspire, educate, entertain and enlighten.

Business Manager

Part-Time

16-25 Hours - Salary commensurate with experience

Reports to:

Under the direction of the Treasurer and oversight by the Board of Directors, this position is responsible for performing a variety of business management and bookkeeping duties including processing payroll bi-weekly, financial record keeping and transactions including the General Ledger.

Desired individual will have advanced experience with QuickBooks Online working in the nonprofit setting, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and working with the Artistic Director prepare strategic and business plans.

Duties and Responsibilities:

- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation.
- Prepare Journal Entries for prepaid expense, deferred revenue and payroll accounts
- Process and pay all invoices in a timely manner.
- Record deposits of all organizational revenue.
- Execute payroll activities using payroll service
- Perform annual 1099 reporting process for vendors
- Prepare monthly and quarterly financial reports, including standard financial reports, budget vs actual reports and grant-specific financial reports.
- Manage time tracking process for employees with hours billable to grant and extract data to make appropriate payroll entries for financial and grant reporting.
- Coordinate with outside CPA and Auditors in preparation of year-end audit. Support the Treasurer in development and analysis of annual organization budget.
- Secure necessary licensure and insurance coverage with Treasurer's approval
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- Perform non-routine tasks requiring strong judgement and initiative.
- Attend Board Meetings, staff Finance committee and take minutes

Qualifications:

- Advanced proficiency in QuickBooks Online a must
- Nonprofit experience a must
- Associate degree or equivalent with 3-5 years related experience or combination of education and experience.
- Additional proficiencies in Excel and database management
- Excellent verbal and written communication skills
- Strong organizational problem-solving analytical skills: ability to manage priorities and workflow
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Familiarity with accounting for construction projects.

As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure SIFF's success. For consideration, please complete the SIFF application for Employment found at: <https://sedonafilmfestival.com>