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[Washington Filmworks](#) and its partner organization [Whipsmart](#) are seeking a full time Financial Controller. Both non profit organizations support Washington State's creative economy by financially supporting projects, providing business resources and advocating for policies and programs that support artists, craftspeople and entrepreneurs making a living being creative.

The Controller will be responsible for overseeing and managing the financial activities of a legislatively commissioned 501(c)6 non-profit organization with a unique funding mechanism. This individual will be responsible for keeping updated, accurate financial records as well as overseeing and enforcing financial policies and procedures. A new position for the organization, this individual will report to the Director of Operations and Finance and will play a significant role assisting the executive management team in a period of exponential growth.

The successful candidate will have a strong financial background with working knowledge of forecasting and have an interest in supporting the creative community in Washington State with an emphasis on the motion picture industry. This individual must be able to work independently yet have demonstrated success working collaboratively. They must be a strong problem solver with the ability to pivot and shift seamlessly in a small fast paced environment. **All applicants must be Washington residents** and staff currently works remotely.

### **Responsibilities / Skills**

- Prepares financial reports in a timely and accurate manner including but not limited to balance sheets, income statements, cash-flow reports, budgets, and variance analysis
- Performs account receivable functions including but not limited to:
  - Processing, tracking, and forecasting monthly contributions
  - Communicating with the Washington State Department of Revenue to set up contributor credits
  - Performing monthly reconciliations and reporting revenue to management and the Board of Directors
- Processes Motion Picture Competitiveness Program payments including:
  - Managing funds in reserve for approved projects
  - Processing funding assistance checks after completion package review is complete
- Performs accounts payable functions including but not limited to:
  - Processing monthly bills
  - Reconciling credit card statements
  - Track costs associated with various programs
  - Providing summary expense reports for management and Treasurer approval
- Processes twice monthly payroll and associated payroll taxes

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- Manages all compliance work related to the organization's benefit programs including health related benefits, POP plan, 401(k) retirement plan. Maintain relationships with benefit brokers, third party administrators, investment advisors and plan participants
  - Work with executive management to draft annual budgets
  - Responsible for developing and maintaining best practices for financial management
  - Work with executive management to further develop processes and procedures to effectively manage exponential growth
  - Serve as coordinator and main point of contact with auditors during periodic independent audits
  - As needed, recommend improved software tools pertaining to finance processes
  - Responsible for all necessary tax filings and compliance with federal, state and local including but not limited to:
    - Timely filing of annual business license, monthly, quarterly and annual business tax reporting
    - Public disclosure reporting
    - Preparation of annual form 990 schedules requested by CPA firm
  - Must enjoy the challenge of a high paced work environment and possess the ability to gracefully pivot while dealing with last minute requests for information or participation in management discussions
  - Attend meetings, conferences and / or industry events as needed
  - Must be responsive and manage correspondence, and documents in a highly professional, effective, and timely manner

***Required Qualifications:***

- 5 years of related experience
- Clear communication style and good judgment imperative
- Resourcefulness and strong organizational skills essential
- Very detail-oriented
- Exceptionally strong technical skills including expertise with Google Workspace, Microsoft Word, Excel, Power Point, Quickbooks online and other accounting software

***Desired Qualifications:***

- Bachelor's Degree in Accounting or related field from accredited university
- CPA preferred, but not required
- Working knowledge of the film industry is an asset

***Compensation:***

- \$95,000-\$115,000 DOE
- Health / Vision / Dental Insurance
- 401(k) Retirement Plan and Employer Contribution
- PTO: Two weeks vacation (accrued) plus 6 days of Sick and Safe Time (accrued)

- 11 Paid Holidays Annually
- 1 Floating Holiday (to be used at the employee discretion)
- Work from Home Reimbursement

**How to Apply:**

Send resume and cover letter to [Resumes@WashingtonFilmworks.org](mailto:Resumes@WashingtonFilmworks.org). Materials must be submitted no later than Friday, September 23, 2022.

**Who We Are:**

Washington Filmworks is a not-for-profit 501(c)(6) organization that manages the Motion Picture Competitiveness Program as well as a diversity of resources for the creative industries in Washington State. The mission of Washington Filmworks is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington State's film industry. In 2020, Washington Filmworks launched Whipsmart, a partner organization to support Washington's creative economy.