

**Are you a production accountant, coordinator or UPM?
Tired of living out of a suitcase?
Want a film industry job that is 9 am - 5 pm with health & retirement benefits?
If so, Washington Filmworks is for you!**

[Washington Filmworks](#) is seeking a full time Director of Funding Assistance. The Director will have a unique perspective into the motion picture industry and will be able to utilize strong analytical, bookkeeping, and administrative skills while managing the organization's motion picture financial review process. The Director will interface with clients and government agencies. In the short term, this position will be "hands on" working on the motion picture client's financial documentation, this individual will play a significant role building a small team to assist with reviews and reporting.

We are a remote office, but you must be a Washington Resident to work with us.

Responsibilities / Skills

- Oversee and direct the review of the motion picture client's financial documentation to verify qualified spending to award funding to approved projects.
 - Documentation to review includes but is not limited to:
 - Residency information
 - Payroll and Benefits
 - Taxes
 - Business eligibility (including UBI)
- Supervise a small team assisting with the financial review
- Manage internal databases and external reporting
- Represent the organization in meetings with motion picture clients, government oversight agencies and the executive team.
- Serve as the first point of contact for motion picture clients to answer questions about cost eligibility, reporting practices and payment information.
- Manage document infrastructure and workflow to ensure that projects are on time and on track
- Find the narrative in the data to use for program marketing and reporting to state agencies
- Attend meetings, conferences and / or industry events as needed.

Required Qualifications

- Excellent problem solving and analytical skills
- Familiarity with the motion picture industry and typical production spending
- Proficiency with Google Suite products and Microsoft Office products particularly Google Sheets and Excel
- Understanding of Generally Accepted Accounting Principles
- Organization, attention to detail, productivity
- Able to work independently and dependably
- A passion for detail and excellence in all facets and forms of communications.
- Enjoys the challenge of a high paced work environment and can deal with change and last minute deadlines with grace and professionalism.
- Highly responsive: Manages relationships, correspondence and documents in a timely manner.

Preferred Qualifications

- Experience working with government agencies
- Leadership experience

Compensation

- 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.

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.