

## **DIRECTOR OF FINANCE**

Position Type: Full-Time

Pay Range: \$80,000 - \$90,000

Location: Hybrid (at least 2 days in Philadelphia office)

Transforming Philadelphia through the power of film.



As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center and PFS Bourse Theater, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

Reporting to the COO, the Director of Finance will lead all day-to-day operations of the finance department, including budget development and analysis, accounting for investments, accounts payable and receivable, general ledger, payroll, relationship management with banks and other vendors, and audit preparation. The Director of Finance will collaborate with a variety of internal constituents, including the CEO and Executive Director, COO, and department heads.

The Director of Finance will be charged with identifying new opportunities to improve efficiencies, eliminate backlogs, and respond proactively to other departments' needs. They will need to analyze the existing processes and systems and work closely with the COO to streamline current systems, leverage new information technology, and establish standard operating procedures that provide maximum benefit to all parties involved.

This is an outstanding opportunity for a proactive, hands-on finance manager who brings a successful track record of creative problem-solving and strengthening infrastructure to work in a mission-driven organization.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Manage all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements; maintain internal control safeguards for the receipt of revenue, costs, budgets, and actual expenditures
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments and grants
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary
- Oversee and lead annual budgeting and planning process in conjunction with the COO; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status
- Manage organizational cash flow and forecasting
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions
- Effectively communicate and present the critical financial matters to the finance committee
- Other duties as assigned

### **SKILLS**

- Ability to translate financial concepts to -- and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds

#### **PHILADELPHIA FILM SOCIETY**

**Philadelphia Film Center | PFS Bourse Theater | Philadelphia Film Festival**  
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- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors
- Proficiency in MS Office Suite and Google products
- Experience with Quickbooks, Paychex Flex, Asana, Slack, and/or Salesforce a plus
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment

## **QUALIFICATIONS**

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least five of overall professional experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- A track record in grants management
- Personal qualities of integrity, credibility, and dedication to the mission of PFS
- Fully vaccinated and boosted against COVID-19 by hire date

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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