

## **Gateway Film Foundation**

### **Job description - Finance Manager**

#### **Position Overview**

Reporting to the Vice President of Business and Finance, the Finance Manager builds professional relationships with teammates and vendors and serves as a reliable resource to all members of the Gateway Film Foundation team.

The Finance Manager serves as the primary point of contact for internal and external constituencies on all matters pertaining to finance and accounting. The Finance Manager serves as a liaison to the Senior Management team; organizes and coordinates Payable and Receivable efforts; interfaces regularly with venue leadership and third-party partners to ensure responsible asset management; serves as the primary controller for Foundation venues; manages banking needs; and oversees special projects as directed by the President.

The Finance Manager must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain an effective balance among multiple priorities. The Finance Manager will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

#### **Roles and Responsibilities**

##### **Primary responsibilities**

- Ensures all policies and procedures of Gateway Film Foundation are enforced.
- Take the leadership role in the production and communication of monthly Foundation financial reports, venue financial reports, AR, and monthly inventory procedures.
- Manages Gateway Film Foundation asset inventories and reports on these to Senior Management.
- Proposes updates to policies and procedures based on changes in federal, state, and local laws and by observing business and observed employee needs.
- Attends departmental meetings with other managers and stakeholders.
- Ensures the Finance office spaces are in good working condition at all times, including but not limited to cleanliness, file organization, and security.
- Serves as the cash controller for Gateway Film Foundation venues.
- Assists with the management of grants, including the creation and delivery of final reporting as directed by Senior Management.
- Creates reports for Senior Management, including the primary role in drafting the quarterly Treasurer's Report for the Board of Directors.
- Executes the organization and publishing of the daily EOD report, ensures all sales are properly updated, and summarizes the data gathered to report to Senior Management.
- Assists in the creation of annual budgets and reports results regularly to key stakeholders.
- Creates results-driven initiatives, through a financial lens, and takes leadership over the implementation and maintenance of these programs.
- Work alongside other managers to develop KPI-driven plans to achieve annual budget goals.
- Meets weekly with third party accounting firms and senior management.
- Manages annual audit requirements.

##### **Executive Support**

- Serves as the liaison between the Foundation and the third-party accounting partners.
- Maintains discretion and confidentiality in relationships with all employees.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board and Advisory Board matters, including creation of materials as directed by the President.
- Assists in the onboarding and offboarding of new Board and Advisory Board Members.

**Management Liaison**

- Participates as an adjunct member of the team including assisting in scheduling meetings and attending meetings as directed by the President.
- Ensures Managers receive regular reporting on financial performance and organizational impact and results.
- Assists in coordinating the agenda of Senior Management team meetings, travel, and off-sites events, and takes the point position in the execution of all staff meetings.
- Assembles and delivers regular reporting, as directed by the President, from multiple sources and departments

**Communications, Partnerships, and Outreach**

- As directed, edits and completes drafts for written communications to both internal and external stakeholders.
- Assumes a leadership position on regular team communications.
- Assists in the creation of the Gateway Film Center annual plans and strategic objectives.

**Strategic Initiatives**

- Works with the Senior Management team in coordinating annual budgets, internal team meetings, and employee recognition activities.
- Supports the cultivation of stakeholder and community relationships.

**Reports to:**

Vice President of Business and Finance, Gateway Film Center

**Anticipated schedule:**

As directed by the President, but most commonly Monday - Friday 10am-6pm. Occasional weekend or after work hours duties are an expectation of the role and schedule may adapt at a somewhat unpredictable pace.