



305 E. 4TH STREET, SANTA ANA CA 92701

THEFRIDACINEMA.ORG

Full Charge Bookkeeper

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The Frida Cinema | Santa Ana, CA

Employment Type: Full-Time, Non-Exempt, Hybrid

Salary: \$36/hr

Benefits: 100% employer paid medical and dental insurance, vision insurance (employee paid), paid holidays, paid sick and vacation, 401k with employer match.

Reports To: Executive Director

About The Frida Cinema

The Frida Cinema is Orange County's only nonprofit independent art house cinema, founded with the mission to enrich, connect, and educate communities through the art of cinema. Located in the heart of Downtown Santa Ana, The Frida presents a diverse array of classic, independent, foreign, and cult films, while serving as a community hub for cinephiles, artists, and cultural organizations.

Position Summary

The Full Charge Bookkeeper is responsible for the full cycle of the organization's bookkeeping and accounts payable functions, in alignment with the organization's financial control policies. This role independently manages the general ledger, reconciliations, vendor payments, and financial reporting support, ensuring accurate and timely financial records for a \$2.3M nonprofit organization. This is a hands-on, high-trust role suited to someone who can work independently while communicating clearly with the Executive Director, Director of Development, and board finance committee.

Key Responsibilities

Bookkeeping & General Ledger

- Maintain accurate, up-to-date general ledger records using QuickBooks (or equivalent accounting software)
- Perform monthly bank, credit card, and account reconciliations
- Post journal entries, including accruals, prepaids, and adjusting entries
- Maintain the chart of accounts and ensure proper classification of income and expenses, including restricted/unrestricted fund tracking
- Prepare monthly financial statements (P&L, balance sheet, cash flow) for review by the Executive Director

Accounts Payable

- Process all incoming vendor invoices, ensuring proper coding and approval workflows
- Manage the full AP cycle: entry, approval routing, payment processing, and filing
- Maintain vendor records and W-9s; issue 1099s at year-end
- Track and manage payment timelines to maintain positive vendor relationships and cash flow

Payroll, Benefits & HR Compliance Support

- Support or process payroll (in coordination with a payroll service provider)
- Administer the payroll platform (Paychex) and related third-party vendor relationships, including employee file creation and maintenance
- Administer health, vision, and dental benefits, including tracking and reconciling carrier rebates
- Administer retirement benefits, including the annual Form 5500 filing
- File the organization's annual Statement of Information with the CA Secretary of State
- Distribute and collect required HR compliance documentation
- Assist with sales tax, use tax, and other regulatory filings as applicable
- Maintain organized, audit-ready financial records and documentation
- Prepare required documents for annual independent audit(s)

Reporting & Collaboration

- Provide financial reports and data to support grant reporting, board meetings, and the annual audit
- Work closely with the Director of Development on fund tracking, invoicing, and donor-related financial reporting
- Support the Executive Director with budget tracking and variance reporting

- Maintain internal controls and segregation-of-duties best practices in coordination with leadership
- Collaborate with the Executive Director to review and maintain internal financial control policies, train staff on them, and monitor compliance

Qualifications

- 5+ years of full-charge bookkeeping experience, including AP ownership
- Experience administering employee benefits and retirement plans, including annual Form 5500 filing, preferred
- Proficiency with QuickBooks (or similar accounting software) required
- Experience with nonprofit fund accounting strongly preferred
- Experience with a payroll/HR platform such as Paychex, ADP, or Gusto
- Familiarity with California nonprofit filings a plus
- Strong understanding of GAAP basics, reconciliations, and month-end close processes
- High attention to detail and strong organizational skills
- Ability to work independently and manage competing deadlines
- Excellent communication skills; comfortable presenting financial information to non-financial stakeholders
- Experience supporting external audits a plus
- Nonprofit arts/culture sector experience a plus, but not required

What We Offer

- Competitive salary: \$36/hr
- 100% employer paid medical and dental insurance, vision insurance (employee paid), paid holidays, paid sick and vacation, 401k with employer match.
- The opportunity to support a beloved community arts institution
- A collaborative, mission-driven team environment

How to Apply

To apply, please complete our online [Job Application](#). Please have a completed Cover Letter and Resume to upload as part of our Job Application.

The Frida Cinema is an **equal opportunity employer** dedicated to creating an inclusive, diverse, and welcoming workplace. All qualified applicants will receive consideration for employment without regard to **race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status** (or any other characteristic protected by law).