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**ACCOUNTANT**

**Position Description:**

The Picture House Accountant will be responsible for the day-to-day accounting and financial operations of the organization.

**Responsibilities:**

* Manage all financial and accounting functions of the organization, inclusive of budgets, financial reporting, strategic planning/forecasting, sources and uses, balance sheet, financial records, cash management and internal control structure and all required reports, audits and filings.
* Prepare and present financial reports to Executive Director for the Finance committee and Board of Directors. Prepare monthly budget to actual report for the Finance Committee and quarterly Board presentations of actual and budgeted financial statements. Regularly communicate with all management on issues relating to finance, accounting, and insurance and banking matters. Prepare quarterly sales tax reports and yearly insurance audits.
* Manage and input all aspects of internal accounting system within QuickBooks system and Excel. Inclusive of Accounts Payable, Accounts Receivable, Payroll (through ADP), Bank reconciliations, Chart of Accounts and General Ledger.
* Oversee entire audit process. Prepare audit schedules for annual audit; work closely with auditors during fieldwork and present draft financials to Executive Director and Finance Committee. Coordinate filing of federal 990 report and other required filings.

**Position Requirements:**

4-year accounting degree

Must be proficient in QuickBooks and Excel.

Must have 5-7 years accounting and nonprofit experience.

**Compensation & How to Apply:**This is a part-time (approx. 20 hrs per week), salaried position with paid vacation.

To apply, please send a resume and cover letter to info@thepicturehouse.org.