

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Staff Accountant, Accounts Payable
DEPARTMENT: Finance
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Staff Accountant, Accounts Payable is responsible for all accounts payable functions, including check writing and purchase order processing. In addition, the Staff Accountant is responsible for the accurate and efficient processing of all vendor invoices, employee reimbursements, travel advances and the petty cash fund.

PRINCIPAL DUTIES:

- Timely input of vendor invoices, employee reimbursements and ACH transactions into the Great Plains database.
- Verify purchase order/check requests are within budget, stamped and given a PO number, and properly signed with the appropriate approvals.
- Process payment of accounts payable vouchers, as needed.
- Review the input of the AFI Silver Theatre accounts payable vouchers and process payments.
- Process employee reimbursements; this includes verifying receipts, ensuring approvals are obtained and any travel advances are cleared
- Disburse petty cash for approved and documented petty cash requests on a weekly basis; reconcile the petty cash account on a monthly basis.
- Reconcile the Accounts Payable Aging to the General Ledger balance on a monthly basis and perform other account analyses as assigned.
- Obtain signatures on all outgoing vendor checks to be mailed.
- Prepare the year-end Audit and Legal Services reconciliation report, and other audit schedules as assigned.
- Respond to all accounts payable related e-mail, U.S. postal mail and phone inquiries within 48 hours.
- Provide back-up assistance to the Payroll Analyst, as needed.
- Supervise the Finance Assistant.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's Degree in Accounting or Finance required.
- Minimum three years solid accounting experience.

- Exceptionally detailed-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Proven project management skills with the ability to take a project from conception through completion.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently while being an integral member of a high-functioning team.
- Possess a positive and professional attitude with internal and external contacts .
- Proven ability to handle numerous details with appropriate follow up and reporting activities
- Strong database management and computer skills with a strong knowledge in Microsoft Excel, Word and Great Plains (or similar accounting software).
- Ability to work calmly under pressure.
- Must demonstrate personal integrity with the ability to inspire confidence and trust.
- Ability to handle confidential information with discretion.