



Local 600
International Cinematographers Guild

National Controller

The International Cinematographers Guild, Local 600 IATSE is the largest camera and publicist union in the world with over 10,000 members in all 50 states and Puerto Rico. We are a National Local of the International Alliance of Theatrical and Stage Employees (IATSE). Applications are now being accepted for the exempt, confidential position of National Controller. This position will be based out of our national office, located in Los Angeles, California.

SALARY: \$110,000 to \$140,000 annually, based on experience.

POSITION SUMMARY

Under the direction of the National Executive Director (NED) and the National Director of Administration (NDA), oversee accounting department, annual budget development, and audits. Establish and maintain strong internal financial controls. Create financial reports, investment strategies and long-term financial goals for Local 600. Work with the Executive Board and Senior Staff to communicate the financial state of Local 600.

POSITION RESPONSIBILITIES:

Oversee accounts, ledgers and reporting systems in compliance with appropriate Guild standards and governmental regulatory requirements.

- Maintain schedules to support accounts in the general ledger such as fixed assets, property ledger, prepaid expenses, deposits, accrued liabilities, deferred revenue.
- Ensure establishment and documentation of accounting controls and procedures across all three regions.
- Prepare reports required by governmental and regulatory agencies such as property taxes, licensing, and registrations.
- Manage annual accounting deadlines, including submission of LM2's, 990's, and internal/external audits. Interface with external auditors to provide financial schedules and records.
- Oversee the work and performance of accounting staff to ensure the Guild has proper level of support and expertise for all accounting related needs, providing expertise on member payment issues.
- Develop excellent rapport and proactively communicate with officers and directors to ensure their needs are considered and properly addressed.
- Attend National Executive Board and Finance Committee meetings and present budget information as needed. Work with Secretary-Treasurer to develop annual budget, provide accurate financial reports and update budgets according to decisions made by the Executive Board.
- Work with NDA in establishing and maintaining cross-departmental protocols that maintain or enhance financial reporting and internal controls. Proactively identify accounting issues and best ways to ensure resolution.
- Support NED in budgeting and planning, providing financial statements, analyses, and comparisons to gauge performance.
- Travel to Eastern and Regional Offices when appropriate, to ensure appropriate financial systems and protocols are established and followed.



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MINIMUM REQUIREMENTS:

- Minimum 3 years of experience working as a Controller or in a similar senior accountant capacity.
- Thorough knowledge of accounting principles and procedures.
- Experience with general ledger accounts payable and accounts receivable functions, including cash management.
- Experience with supervising accounting staff.
- B/A or B/S in Accounting or Finance, CPA or CMA preferred.
- Proficient in Accounting software (such as QuickBooks).
- Proficient in MS Office suite, Access, Outlook, Email, Internet, Microsoft 365, SharePoint, and Adobe.
- Strong and effective communication and collaboration skills, both verbal and written.
- Proven skills in analytical problem-solving.
- Proven ability to work with confidential documents.
- Ability to manage multiple tasks and achieve deadlines under pressure.

PREFERRED TRAINING AND EXPERIENCE:

- 5 years of experience in accounting.
- Experience working with a union.

LICENSE AND PHYSICAL CLASS:

A valid Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Ability to lift-up to 20lbs

This position is classified as exempt, confidential / non-affiliated, and not subject to the terms or conditions of a collective bargaining agreement. Employment is at-will. Excellent starting salary, commensurate with experience, and an excellent benefits package. Please email your resume and a cover letter detailing relevant skills and experience. Include three (3) work references with contact phone information to:

humanresources@icg600.com

SUBJECT: National Controller

International Cinematographers Guild, Local 600 IATSE

Human Resources

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