



Accounting Manager

The International Cinematographers Guild, Local 600 IATSE is the largest camera and publicist union in the world with over 9,000 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 Accounting Manager. This position will be based out of our National Office, located in Los Angeles, California.

SALARY: \$85,000 to \$90,000 annually, based on experience.

POSITION SUMMARY:

Under the direction of the National Controller, the Accounting Manager oversees and reviews department processes to ensure accuracy and compliance of A/P, A/R, entries, reconciliations, and intercompany transactions. In addition to assisting the National Controller with planning and directing department activities, the Accounting Manager supervises the daily functions of the department, including training and overseeing the regional accounting staff. This position also provides departmental support with escalated issues and performs other duties as assigned.

GENERAL MANAGEMENT:

- Manage the accounting staff in financial reporting, billing, collections, and payables.
- Collaborate with the National Controller to establish internal controls and guidelines for accounting processes and budget preparation.
- Assist the National Controller in auditing accounts to ensure compliance with state and federal regulations; coordinates with outside auditors to provide information for annual external audit.
- In conjunction with National Controller, conduct performance evaluations, manage staff time and attendance, and address performance issues.
- Identify training needs and implement training programs for accounting staff.
- Provide additional financial analysis to the National Controller, as needed.
- Develop and maintain Accounting Department procedural manual and monthly/annual calendars.

ACCOUNTS PAYABLE/RECEIVABLE SUPERVISION:

- Supervise the daily, monthly, and ongoing Treasury/General Ledger Management and batch reconciliation.
- Supervise daily cashiering and check processing.
- Supervise the preparation and processing of Autopay File.
- Manage creation and collection of payable invoices.
- Oversee member communications related to accounting. Ensure timely and appropriate follow-up from accounting staff to members with account inquiries.



MINIMUM REQUIREMENTS:

- Associate degree from an accredited college.
- At least two (2) years of staff management experience.
- At least four (4) years of direct accounting experience.
- Proficiency in MS Office 365 suite: Access, Excel, Outlook, SharePoint, Teams, Word etc.
- Proficiency in QuickBooks, and/or related accounting software.
- Strong and effective communication skills, both verbal and written.
- Excellent management and supervisory skills.
- Excellent organizational and time management skills.

PREFERRED TRAINING AND EXPERIENCE:

- Bachelor's degree in Accounting or Business Administration preferred.
- Management experience in a union setting.

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 20 lbs.

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

careers@icg600.com,

Subject Line: "Accounting Manager"

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