

# FILM STREAMS™

## RUTH SOKOLOF THEATER DUNDEE THEATER

Position Title: BUSINESS MANAGER

Reports to: Executive Director

Film Streams, a 501(c)3 nonprofit organization dedicated to enhancing the cultural environment of the Omaha-Council Bluffs area through the presentation and discussion of film as an art form, is looking for a full-time Business Manager.

Our organization owns and operates two beautiful cinemas: the Ruth Sokolof Theater, the two-screen venue opened in 2007 in North Downtown Omaha, and the Dundee Theater, Omaha's longest surviving neighborhood cinema, which was renovated and reopened in late 2017. Film Streams manages a multimillion-dollar annual budget, supported by a combination of earned and contributed revenue, including annual support from more than 2,000 active Film Streams Memberships. Our cinemas operate 365 days a year and welcome upwards of 100,000 patrons annually.

The Business Manager is a part of Film Streams' senior leadership team, serving as a thought leader and strategic thinker with regards to finance, business planning and budgeting, human resources, administration, and IT, reporting to the Executive Director and working closely with the Board Treasurer and Film Streams Finance Committee. This role is supported by and manages an office manager and part-time bookkeeper.

Responsibilities:

The Business Manager is responsible for developing and presenting financial information and maintaining all financial records for the organization. Responsibilities include, but are not limited to:

- Develop and maintain timely and accurate financial statements and reports that are in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of Film Streams are met
- Prepare all supporting information for the annual audit and meet with the Board and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, concessions inventory, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare 990, quarterly 941, and all applicable tax reporting and payments in a timely manner
- Assist the Executive Director with financial reporting as required at Board meetings
- Develop budgets and forecasts based on financial history and input from relevant staff
- Prepare and verify annual real estate tax exemption forms & NE biennial reports

- Manage fixed assets and depreciation schedule and long-term capital replacement plan
- Prepare and maintain fixed asset schedule and record all year-end and audit adjusting entries
- Prepare grant financial reports as needed
- In cooperation with other department directors, bid orders and manage contracts and relationships with supply vendors, with attention to efficiency of operations and economy
- Assist employees, vendors, and board members by answering questions related to accounts, procedures, and services
- Oversee and administer employee benefits, including group health and 403(b) plans
- Oversee non-employee insurance policies, renewals, and claims
- Manage vendor relationship for IT services
- Support hiring processes (including working with external consultants) and prepare and update job descriptions, categories, and salary bands
- Oversee year-end inventory reporting and assist staff with accurate revenue recording and expenditure approvals
- Oversee biweekly payroll and assist payroll processing vendor to ensure accuracy with any necessary adjustments
- Perform other duties as required

## Qualifications

This person should be highly motivated and extraordinarily detail-oriented. The individual should have strong mathematical and analytical skills, exhibit exceptional judgment and personal accountability, be an excellent multi-tasker, well-organized, dedicated, efficient and communicative.

- Bachelor's degree in accounting or equivalent is required.
- At least five years related work experience, nonprofit experience preferred.
- Proficiency with Microsoft Office suite, particularly Excel, and QuickBooks.
- Knowledge of direct deposit payroll, federal and state tax deposits and reports.
- Knowledge of and experience with nonprofit accounting.
- Ability to analyze financial data and prepare financial reports.

Salary range: \$85,000-\$90,000. Scheduled raises and benefit package provided, including group health, 403(b) retirement plan, basic life insurance, LTD, paid holidays, and PTO.

To apply, send a resume and cover letter by June 30, 2021 to Casey Logan: [casey@filmstreams.org](mailto:casey@filmstreams.org).