

## **AMERICAN FILM INSTITUTE JOB DESCRIPTION**

---

**POSITION:** Finance Assistant  
**DEPARTMENT:** Finance  
**LOCATION:** Los Angeles Campus

---

### **PRINCIPAL RESPONSIBILITIES:**

The Finance Assistant is responsible for providing support to the Staff Accountant, Accounts Payables and assists with all accounts payable functions and provide back up coverage for Payroll.

### **PRINCIPAL DUTIES:**

- Review all incoming purchase orders for appropriate signatures and budget allocation.
- Perform data entry of invoices, credit memos, manual payments and journal entries.
- Create and distribute ACH payment coversheets.
- Process ACH/check disbursements.
- Check budget availability and process payments.
- Administration of vendor account set-ups.
- Mail distribution (including routing of incoming mail to employees as well as outgoing Finance mail).
- Filing of check payments, ACH payments, wire payments, cleared checks, W-9s and journal entries.
- Handle incoming vendor and staff inquiries as well as requests to vendors for invoices, W-9s and other information.
- Administration of the weekly check run (creation of check batch, cutting of checks, matching checks to invoices, distribution, etc.).
- Assist as needed with petty cash counts and credit card processing.
- Assist other Finance team members as needed.
- Assist and cover the Payroll Analyst as needed.
- Perform other duties and responsibilities as assigned.

### **EXPERIENCE/SKILLS REQUIRED:**

- High school diploma required; Some college and basics accounting knowledge
- Minimum one year general office experience including light bookkeeping.
- General accounting knowledge.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Can work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Excellent computer skills with strong knowledge of Microsoft Word, Excel and PowerPoint in a MAC environment.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.