



## **BOARD TREASURER**

### **POSITION DESCRIPTION**

NFFTY's mission is to enable, nurture, promote, and encourage the next generation of filmmakers to inspire, lead, and entertain the world with their stories. NFFTY is the largest film festival for emerging filmmakers in the world.

#### **POSITION OVERVIEW**

The Treasurer is responsible for ensuring the accurate reporting of NFFTY/The Talented Youth's overall fiscal health, and proper documentation of the organization's financial history for institutional records. The Treasurer takes ownership of guiding the other Board members through financial reports and analyses necessary to help the organization make best fiduciary decisions on behalf of the organization. The Treasurer works with NFFTY's Managing Director and Accountant to ensure proper internal controls are followed to maintain integrity and protect the organization and its assets. NFFTY/The Talented Youth is debt free and has a cash reserve, and we are looking to grow sustainably.

#### **PRIMARY DUTIES & RESPONSIBILITIES**

- Prepare and present financial reports to full board at monthly staff meetings
- When the opportunity arises, work with Managing Director and Board to develop committees that support finance
- Work with Managing Director and Accountant to properly track revenues and expenses for the organization
- Oversee Managing Director's and Accountant's preparing and filing of annual 990 report for IRS
- Work with Managing Director when necessary to prepare and explain budgets for grant applications and new projects/programs for the organization, both to internal and external partners
- When necessary, work with Board and Managing Director to analyze impact of expenditures and revenues unplanned outside of annual budget parameters

#### **QUALIFICATIONS**

- Experience with Quickbooks or similar accounting software
- Understanding of how to analyze and explain cash flow, P&L, balance sheet, and other financial reports
- Experience managing a budget, with a preference toward 501(c)3 nonprofit administration experience
- Working knowledge of GAAP and other accounting best practices
- Interest in film, film festivals, and/or filmmaking
- Highly organized and detail oriented with attention to accuracy
- Outgoing and good sense of humor

#### **TIME COMMITMENT**

To start immediately, as soon as is reasonable. 5 - 10 hours per month is estimated to perform primary responsibilities beyond basic NFFTY board member duties. The board meets every 2nd Wednesday from 6:30pm - 8:00pm.

#### **TO APPLY**

Email your resume and a brief statement of interest to [info@nffty.org](mailto:info@nffty.org) indicating "Board Treasurer Position" in the subject line.

*NFFTY/The Talented Youth seeks to recruit board candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization. Underrepresentation of minority populations is a significant problem, and we are working towards equality and disrupting systems of oppression in the film/media arts industry.*