HSDFI BOOKKEEPER

The Hot Springs Documentary Film Institute, North America’s longest running Documentary Film Festival, is nestled in historic Hot Springs, Arkansas. We are growing and are looking for someone to combine their bookkeeping skills with their appreciation of the arts. If this sounds like you, we may have the perfect part time position!

This full-service bookkeeping position will be busier in some months than others, especially around the festival, which is held each October. You’ll be the organization’s subject matter expert on all things accounting, the point person for our CPA firm and the keeper of our financial policies and procedures.

A typical week will include preparing payroll, payroll reporting, providing checks and balances for banking routine matters, paying vendors and ensuring the integrity of HSDFI’s financial records. On a monthly basis, you’ll prepare QuickBooks financial reports, perform reconciliations, maintain fixed asset and inventory records and assist the Executive Director with analyzing financial activities. Additionally, you’ll support the annual budgeting process.

The ideal candidate will have at least three years of bookkeeping experience, using the modified cash basis of accounting, and possess a strong attention to detail and deadlines.

If this sounds right for you or someone you know, please contact our Board Chair, Margaret McLarty, at margaret@hsdfi.org. HSDFI is an equal opportunity employer who champions cinematic non-fiction storytelling.

COMPLETE APPLICATION FORM TO APPLY:
https://forms.gle/pjgilqy2mskTx6b6