

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Financial & Grants Analyst

DEPARTMENT: Finance

LOCATION: Los Angeles Campus

This position will be primarily remote, with periodic in-person activity at AFI's Los Angeles campus / production locations required. The successful candidate must be based in California.

COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment.

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

The Financial & Grants Analyst is responsible for providing financial and business analysis support to Advancement, the Chief Advancement Officer, CFO and Controller. The Analyst plays a key role in the planning, organization, and management of day-to-day financial transactions and the annual financial planning process.

PRINCIPAL DUTIES:

- Work closely with the Advancement team to manage, monitor, and track the funds raised and committed to ensure donors intentions are honored.
- Invoice donors as needed for pledge agreements procured by Advancement, follow up with Donors on past due pledge payments, track receipt of payments, ensure application of funds are aligned with donors' intent.
- Report progress of revenue collection to Advancement on a monthly basis.
- Support Advancement in the preparation of financial data required for periodic reporting to donors as well as reporting for grants and other philanthropic contracts.
- Pull financial data from Great Plains and Microsoft Cognos to assist Advancement with grant proposals.
- Prepare and maintain various donor and grant financial reporting along with all supporting documents (i.e., donor agreements, past financial reports, etc.).
- Track the scholarship funds awarded in each fiscal year. Collaborate with the Conservatory team members (Director, Financial Aid, Bursar, Conservatory Financial Analyst) and Advancement

team members to gather the information. Prepare the journal entry to record these entries in Great Plains.

- Track the Innovative Programs donations and sponsorships awarded each year. Collaborate with the Director of Innovative Programs, the Conservatory Financial Analyst and Advancement team member to gather the information.
- Prepare year-end audit entries and audit schedules related to LAA Ticket Revenues.
- Collaborate with Staff Accountant, Accounts Receivable to reconcile contribution accounts between Great Plains and Tessitura on a monthly basis.
- Assist the Advancement team in gathering information and consolidating data into the annual budget.
- Act as back-up to develop/create internal financials, audited financials, and other financial reports to meet the reporting requirements of the organization and various governmental agencies.
- Provide recommendations to improve month end close through changes in process flows, procedures, tools, etc.
- Assist with the implementation of approved process and application changes.
- Perform monthly analyses of balance sheet and P&L accounts and record journal entries into Great Plains.
- Prepare ad-hoc reports for Advancement, the Chief Advancement Officer, CFO and Controller as requested.
- Perform all other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree in Finance or Accounting required.
- Minimum three (3) years analytical experience, with a progressive Finance and Accounting background.
- Exhibits a high level of initiative and resourcefulness.
- Excellent organizational skills with frequent multi-tasking abilities.
- Exceptional interpersonal, oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Microsoft Great Plains/FRX experience required.
- Highly proficient in Excel Spreadsheets and overall MS software applications.
- Experience with an enterprise budgeting and reporting system/tool (Hyperion Essbase, Oracle, Cognos etc.).
- Capability to extract information from databases; able to quickly gain a working, functional knowledge of several software systems used to compile data.
- Proven documentation skills with consistent accuracy of details.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- 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.

- Ability to 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.
- Develop and maintain a cooperative relationship with peers and other internal department members.
- Personal integrity and the ability to inspire confidence and trust.