

Wednesday, February 20, 2013

## Dance Films Association Seeks an Accountant

Christy Park, Executive Director [christy@dancefilms.org](mailto:christy@dancefilms.org) (212) 727-0764

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Dance Films Association seeks an accountant with experience in the nonprofit sector. The position requires that the accountant:

Pay approved bills in a timely manner according to the Executive Director

Prepare financial reports including Budget vs. Actual for organizational budget as well as project budgets, A/P, P&L, balance sheets and other reports upon request.

Prepare payroll

Pay payroll taxes and insurance

Prepare quarterly and annual payroll tax reports

Reconcile Bank Accounts monthly (Fiscal Sponsorship, General, Paypal)

Update Executive Director of cash flow issues and bank balances.

Work with DFA Treasurer and Executive Director to provide accurate reports.

Project specific services include entering the budgeting QuickBooks, breaking the budget out into specific programs, issuing 1099s at year end and preparing for end of the year tax filing.

This independent contractor will work likely 10 hrs/month in 2-4 hours increments, as needed. Flexible schedule required. Rare opportunity to work with a growing nonprofit.

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