



2011 MIAMI INTERNATIONAL FILM FESTIVAL

BUSINESS & OFFICE COORDINATOR JOB DESCRIPTION

Business

- Reports to Assistant Director
- Oversee maintenance of Festival profit & loss statement
- Prepare quarterly and annual financial reports
- Process all approved Accounts Payable – both via Miami Dade College Foundation account and MIFF Operating Account/Odyssey
- Communicate directly with vendors and staff regarding payments and status
- Process all revenue/deposits to appropriate accounts
- Process budget transfers and journal entries from our account to other MDC department accounts
- Support all revenue efforts of the festival and provide reporting: individual donors, members, corporate sponsors, government partners, grants, ticketing, events and other sources
- Work directly with Miami Dade College Business Affairs to track and reconcile accounts, both revenues and expenditures
- Prepare all Agreement for Services for Seasonal Staff and vendors as required by the policies and procedures for Miami Dade College
- Review and assist in negotiation of contracts with vendors
- Oversee petty cash process
- Maintain MIFF Accounts Payable, Deposit, Operations, and Administrative Files
- Continually create effective financial management policies and procedures; Update MIFF Financial Policies and Procedures Handbook

Office

- Oversee all aspects of office administration to ensure the best practices in nonprofit organizational administration
- Maintain internal office policies, systems, procedures, and guidelines. Update Employee Handbook.
- Supervise 2-4 student assistants
- Recruit and manage office volunteers during Festival
- Facilitate assignment of work space, computer stations, e-mail addresses, phones, parking cards, Miami Dade College IDs, and access to Festival drives/directories
- Supervise office supply process and budget
- Manage and distribute company calendar and staff listing

- Plan and implement staff training/orientation
- Oversee maintenance of office equipment, including service contracts
- Assist with administrative duties as requested: phones, duplicating, filing, online shared drives, etc.

Other

- Perform administrative functions for Festival Director, including expense reports, travel booking, and
- Assist at and attend MIFF related events throughout year as requested; will require some evening hours
- Prepare Wrap that reflects duties and assignments
- Other duties as assigned

Minimum Requirements:

- Bachelor's degree (B.A. or B.S.) and 3-5 years experience in a related field such as Nonprofit Management, Arts Administration, Business, Accounting, etc.
- Must possess proficiency in spreadsheet software, databases, Microsoft Office Suite and Mac applications
- Excellent organizational and communication skills, both written and verbal
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public
- Knowledge of current technology developments/trends in area of expertise
- Self-starter with initiative
- Team-oriented