

CHIEF FINANCIAL OFFICER

The Writers Guild of America West (WGAW) is currently seeking qualified applicants for the position of Chief Financial Officer. The Chief Financial Officer (CFO) is a full-time, exempt (salaried) position with full benefits. Compensation is commensurate with experience.

Under the direction of the Executive Director, the CFO is responsible for the financial and risk management functions of the Guild, a nonprofit labor organization. As a key Guild executive, the CFO participates in development of the Guild's overall financial strategy, including assessment of operational efficiency and maintenance of internal controls over the Guild's functions and initiatives.

The WGAW is currently operating on a hybrid schedule of 3 days in-office and 2 days remote. Vaccination against COVID-19 is required of all employees unless they qualify for a lawful exemption.

ESSENTIAL FUNCTIONS

- Oversees billing and collection of member dues, the main source of the Guild's operating income.
- Oversees distribution of funds received on behalf of members, including legal settlements, copyright royalties and certain contract payments owed to writers.
- Oversees Guild's financial activities and all accounting functions, including budgeting, strategic planning, annual financial audits and financial reports to the membership.
- Prepares compliance reports and other regulatory filings, including Form 1099, income taxes, local property taxes, payroll and employee benefits filings, Forms LM-2 and LD-2, PAC reporting and other governmental requirements. Ensures that reporting results comply with GAAP and Department of Labor regulations.
- Prepares financial reports and analyses, as requested, in support of collective bargaining and other strategic initiatives.
- Oversees risk management function.
- Implements investment strategies for all Guild funds including strike fund.
- Maintains relationships with external auditors, financial institutions, insurance broker and other vendors.
- Upgrades as needed key financial systems, including dues, trust payment, accounting, financial reporting, online banking, investment, payroll (includes timekeeping), and credit card payment processing.
- Directly supervises three controllers and assists other Guild staff as requested.
- Performs other related duties as assigned.

OCCUPATIONAL QUALIFICATIONS

- Hands-on experience of all accounting and compliance functions.
- Broad experience in analyzing business process flows and establishing structures that allow work to be performed efficiently from multiple database systems.
- Working knowledge of GAAP, federal, state, and local compliance regulations and reporting.
- Financial, analytical and problem-solving skills to analyze complex issues.
- Superior systems knowledge of Excel, including MS Office Suite, Epicor, and Kronos.
- Excellent supervisory and communications skills with the ability to work with Guild staff, elected leadership, members and others doing business with the Guild.
- Knowledge of labor union regulation a plus. Bachelor's degree in accounting, finance or related field
- 10+ years accounting experience with a minimum of 5+ years progressively more responsible senior-level accounting or financial manager experience. Previous experience as CFO preferred.
- Professional accounting certification including CMA, CGA, or CA; CPA highly preferred.

Applicants should email cover letter and resume to the Human Resources Department of the Writers Guild.

WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.