

## **DISBURSEMENT CONTROLLER**

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

Under the direction and supervision of the Chief Financial Officer, the Disbursement Controller is responsible for all aspects of the foreign levies activities necessary for managing the collection and distribution functions; ensuring transparency through the development of reporting procedures; safeguarding foreign levies assets through internal controls; and conducting quality control reviews and process improvements. Foreign levies are copyright royalties received by the Guild on behalf of US film and television writers from collections under copyright laws in certain foreign countries. This position supervises a staff of five. As a key manager of the Guild's finances, the Disbursement Controller is responsible for assessing and improving the operational efficiency and internal controls of the Foreign Levies Department and to assist with the disbursement of other funds held by the Guild on behalf of members and their heirs.

The WGAW is currently operating remotely, but the position is based in Los Angeles when in-office work is able to resume based on local public health guidelines. Return to in-office work will be based 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**

- Administer agreements with foreign collection societies and producer organizations.
- Process remittances from foreign collecting societies, categorized by country, levy type and collection year.
- Hands on management of distribution of foreign levies to authorized payees, including credited writers and their heirs and beneficiaries.
- Maintain website displaying comprehensive information about the foreign levies program, including searchable lists of writers' names and project titles.
- Research information regarding undistributable funds and determine appropriate disposition of funds consistent with legal requirements.
- Prepare analytical reports on remittances, disbursements and fund balances.
- Identify efficiencies to streamline processes, business rules, and internal controls to enhance service levels.
- Performs other related duties as assigned, including budgeting, reissuing checks and strategic planning to improve operational effectiveness.
- Assist with the disbursement of other funds held by the Guild on behalf of writers and their heirs.

### **OCCUPATIONAL REQUIREMENTS**

- Broad experience in analyzing business process flows and establishing structures that allow work to be performed efficiently from multiple database systems.
- Working knowledge of financial systems receipts and payments processing cycles, maintenance of general ledger accounts and familiarity with financial reporting practices.
- Financial, analytical and problem-solving skills to analyze complex issues.
- Superior systems knowledge, including MS Office Suite, and Epicor is preferred.
- 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 proven accounting experience with a minimum of 5+ years progressively more responsible direct supervisory and senior-level accounting/financial manager experience.
- Professional accounting certification including CMA, CGA, or CA; CPA 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.*