



UWSCC d/b/a Uptown Film Center

Job Title:

Financial Modeling/Grant Reporting (Contractor)

Overview:

At Uptown Film Center (“Uptown Film”), a non-profit cinema, we are committed to creating a workplace where every individual’s skills and potential are valued. Rooted in the principles of merit, openness, and inclusivity, we strive to ensure access to opportunities for everyone. This role embodies these ideals, offering a chance to grow and make an impact through your unique expertise and abilities.

Join us and be part of a mission-driven team that prioritizes innovation, collaboration, and continuous development.

Key Responsibilities:

This is a part-time contract position under the supervision of the Treasurer and with the collaboration of the President/Executive Director and other project team members. Hours will vary in response to reporting and grant submission deadlines as agreed upon in advance.

Responsibilities will include:

- Create financial models to project future revenues and expenses.
- Gauge and integrate the impact of these financial models on existing budgets, grants, and business plans.
- Review the existing business plan for reasonability and current costs, recommend modifications, and incorporate agreed upon changes.
- Create a zero-based budget for the fiscal year beginning January 1, 2027 using year-to-date results for fiscal years 2025 and 2026.
- Work interactively with the Treasurer and other project team members to update information on project revenues and expenses, projected and actual.
- Communicate unbiased and available information, ensuring all materials and communications are clear, accurate, concise, and accessible to all stakeholders.
- Other responsibilities as discussed and agreed upon with the Treasurer.

Required Key Skills and Qualifications:

To thrive in this position, candidates must bring a commitment to inclusivity, transparency, and growth. Essential skills include:

- Superior Excel spreadsheet skills.
- Experience creating and interpreting multi-year budgets and financial forecasts.
- Ability to work independently and meet deadlines with instructions and feedback from Uptown Film team members.
- Attention to accuracy and detailed requirements.
- Strong communication skills to create and distribute unbiased, easily understood information to diverse audiences.

Preferred Experience and Qualifications (desirable but not required):

- Familiarity with fund accounting (note: this is not an accounting position).
- Experience with QuickBooks Online.
- Federal/state/local/private grant reporting.
- Grant writing and submission.
- Interest and commitment to Uptown Film's mission.

What We Offer:

- A mission-driven, inclusive environment focused on both individual and collective success.
- Access to tools, mentorship, and resources tailored to elevate your proficiency and contributions.
- An hourly rate of \$100 paid bi-weekly. Note that this is a contract position which does not afford benefits outside of the hourly wage.

Commitment to Inclusion:

At *Uptown Film*, we believe in a skills-first approach to recruitment and employment. This means focusing on what you can do and how you can grow, rather than traditional metrics alone. We are committed to adhering to anti-exclusion practices, removing barriers to access, and enhancing opportunities for all individuals based on merit and potential.

Your skills, experiences, and perspective are valuable—and we want to empower you to make your mark here with us.

Interested in applying? Submit your resume and cover letter to jobs@uptownfilm.org no later than August 15, 2026.

We look forward to hearing from you!