

TITLE: Chief Financial Officer
STATUS: Regular Full time
SITE: National Office – Pacifica Radio
BENEFITS: Medical, Dental, Life, Disability

I. The Chief Financial Officer (CFO) reports directly to the collective body of the Pacific National Board (PNB) and to the Executive Director (ED). The National Board will appoint, supervise, evaluate, re-appoint, and discharge the CFO. S/he shall cause the funds of the Foundation to be disbursed as s/he may be properly directed from time to time. The CFO shall render to the Executive Director and the Board an account of all of his/her transactions as CFO and of the financial condition of the Foundation whenever requested.

II. The Chief Financial Officer: oversees the organization's financial goals, objectives and budgets; the investment of funds and management of associated risks; supervises cash management activities; directs financial operations including payroll, internal controls and auditing; and establishes and maintains the objectives and strategy for the finance department. S/he shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the Foundation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and net assets.

III. The Chief Financial Officer shall cause to be deposited all monies and other valuables in the name and to the credit of the Foundation with such depositories as may be designated by the Board. S/he shall protect the assets of the organization and meet all standards of transparency and accounting principles as befits a non-profit organization.

DUTIES AND RESPONSIBILITIES

1. Direct the financial and accounting functions and maintain responsibility for monthly and annual financial reporting, financial analysis, audit, banking, cash management, budgeting, and risk management.
2. Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and the PNB. Supervise the timely preparation and communication of monthly, annual and any other financial statements.
3. Prepare and monitor the annual budget, financial projections for year-end forecasting and audit coordination, including preparation and collection of audit information, as well as function as the primary liaison to auditors.
4. Collaborate with other members of the senior management team on financial and fund raising priorities.
5. Manage the organization's banking relationships and cash position.

6. Administer the organization's investment portfolio; direct and supervise the organization's investment managers and advisers.
7. Manage and ensure training and development of national finance and accounting personnel and coordinate the activities of finance personnel in the station offices in accordance with legal and U.S. Generally Accepted Accounting Principles requirements. Directly supervise all accounting functions by station Business Managers, participate in evaluations of all station Business Managers, approve the hires and/or termination of all station Business Managers.
8. Maintain official financial records and documents, and ensure compliance with federal, state and local regulations and reporting requirements (such as annual information returns; payroll withholding and reporting; 990s, etc.)
9. Supervise all financial compliance and recognition for government (federal, state and local) contracts and private grants.
10. Ensure proper management of all Pacifica assets including real estate, investment funds, and SCAs (sidebands) in collaboration with the Executive Director and under the direction of the Pacifica National Board.
11. Assure adequate control and accounting of all funds, including developing and maintaining sound financial practices, and remaining up-to-date on non-profit audit best practices and state and federal law regarding non-profit operations.
12. Provide financial leadership, advice, and financial transparency, and establish financial goals for the network working with the Executive Director and national Board of Directors.
13. Experience in or with non-profit organizations preferred.

MINIMUM REQUIRMENTS

1. 10 years of accounting and financial management experience, including
 - a. financial analysis
 - b. reporting
 - c. not-for-profit compliance
 - d. supervision of accounting staff
2. CPA experience strongly preferred.
3. Knowledge of GAAP protocols.
4. Familiarity with FCC and CPB requirements strongly preferred.

5. Experience explaining financial position and reports to lay people and disseminating financial information with clear and readable narratives and visuals.
6. Facility with Microsoft Dynamics GP and ability to analyze accounting systems and software and updates where necessary.
7. Experience with multi-unit budgeting and reporting strongly preferred.
8. Knowledge of the noncommercial broadcast sector helpful.
9. Excellent oral and written communication skills.
10. Ability to meet deadlines under time pressure.

Salary: \$80,000--\$115,000, depending on experience.

Resumes accompanied by a cover letter shall be accepted until the position is filled.

Please include a cover letter not to exceed 500 words with your resume to:
CFO.apply@pacificca.org
