



## Chief Financial Officer

### *Position Description and Performance Expectations*

**Effective Date:** December 1, 2018  
**Department:** Accounting/Administration  
**Classification:** Salaried, Exempt  
**Responsible to:** President & CEO

*The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures, which may be used in evaluating performance. Job duties and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.*

#### **General Description:**

This is a full-time position with fiduciary responsibility to the ValleyPBS board of directors and CEO, responsible for financial decision-making affecting the organization and will provide strategic financial input to senior management. While keenly overseeing the overall accounting process, the successful CFO will play a key role in developing and implementing financial procedures to improve and maintain the financial health of the organization.

#### **Essential Functions:**

- Assist CEO in setting and achieving station's mission, goals, and objectives.
- Act as chief advisor to CEO and board of directors regarding all business matters.
- Execute the financial strategy of the organization.
- Oversee all financial, treasury, legal and human resource functions.
- Establish and maintain banking and other key vendor relationships.
- Manage financial controls and accounting procedures.
- Oversee Accounting Dept. staff.

#### **Accountabilities:**

- Facilitate the station's financial planning, annual budget process, cash flow and working capital analysis.

- Monitor results of operations and analyze budget variances monthly, reporting to CEO and board of directors.
- Ensure full transparency over the financial performance of the organization.
- Provide advice on how to increase revenue and reduce costs.
- Effectively and clearly communicate potential risks in a timely manner.
- Perform all risk management functions.
- Propose action plans to ensure that annual financial objectives are attained.
- Plan and coordinate annual audit and facilitate inquiries by other agencies.
- Oversee, monitor, and assure compliance of all station activities, including grant deliverables, donor restrictions and regulatory compliance.
- Manage Endowment, 403(b) Pension Plan, 125 Cafeteria Plan, and all other employee benefit plans.
- Be fully versed and knowledgeable of contracts and agreements between the station and third parties.
- Take lead role in all legal matters, facilitate attorney relationships, facilitate litigation matters.
- Manage all Human Resource functions.

**Required Competencies:**

- Bachelor's Degree in Accounting.
- 10+ years of increasingly responsible experience, five in a leadership role.
- Results- and solution-oriented, strategic thinker and planner.
- Excellent knowledge of HR and business law.
- Advanced computer skills, including proficiency in MS Office and Microsoft Dynamics SL financial reporting software.
- Exceptional communication skills, verbal and written.
- Tactful and professional manner.

**Preferred Competencies:**

- Non-profit experience.
- Professional accounting designation (CA, CMA, CPA)

**Other:**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform duties as assigned, including work in other functional areas to cover absences, as relief, to equalize peak work periods or otherwise balance the workload.

Salary commensurate with experience.

**About ValleyPBS**

ValleyPBS is a non-commercial, educational, community licensee, and the sole-service provider of free over-the-air PBS programming to California's Central San Joaquin Valley from Merced to Bakersfield, serving a population of roughly 2.5 million.

ValleyPBS is an Equal Opportunity Employer.

**How to Apply:**

Applications will be accepted and reviewed until the position is filled. Please include:

1. Cover letter describing why you feel you are best suited for this position.
2. A fully completed ValleyPBS application form, which can be found at [valleypbs.org/employment](http://valleypbs.org/employment).
3. Resume.
4. To fulfill FCC requirements, name the recruitment source where you learned about this position.

Direct application materials to:

Phyllis Brotherton

EVP/CFO

ValleyPBS

1544 Van Ness Ave.

Fresno, CA 93721

Or by email to: [pbrotherton@valleypbs.org](mailto:pbrotherton@valleypbs.org)

No phone calls please.