

WTCI-PBS

The Greater Chattanooga Public Television Corporation, is currently seeking to fill the position of

Director of Business & Administration

Please submit resume and cover letter to:

WTCI-PBS

Human Resources

7540 Bonnyshire Drive

Chattanooga, TN 37416

jobs@wtciTV.org

At WTCI PBS, we believe that every family in the Tennessee Valley deserves great media. For the past 50 years, we have strived to provide people of every age and interest with a classroom, a passport, and a stage for the arts. And now you have an opportunity to join our team!

Summary: Under the direct supervision of the President and CEO, the Director of Business and Administration serves as the accounting and finance director for the station, including budget development and oversight, regulatory and financial reporting, accounts payable, accounts receivable, and fixed asset management. The Director of Business and Administration is responsible for the service contracts with the human resources and payroll service providers. The Director of Business and Administration works with the WTCI Board of Directors, is a vital member of the Finance Committee, and is a member of the WTCI Leadership Team.

Essential Duties and Responsibilities:

- Oversees financial and administrative operations daily, which includes month-end close procedures, including financial, purchasing, sales, fixed assets, and all monthly journal entries.
- Coordinates donor accounting processing with the financial accounting system and oversees daily cash receipts and bank deposits.
- Oversees operational and restricted funds, prepares and presents annual and long-term cash projections to the President and WTCI Board of Directors for review and approval.
- Serves as purchasing card administrator.
- Prepares monthly financial statements and reports to the President and CEO, Board Treasurer, and the Executive and Finance committees of the Board.
- Serves as the contact person and directs the activities of the human resources and payroll services providers.
- Serves as the company 401k administrator.
- Maintains records to facilitate administrative and budgetary planning and reporting.
- Initiates and implements station budgets from various revenue streams. Makes recommendations toward station capital outlay plan and budget.

- Maintains records and works with the President and CEO to coordinate the preparation of operational regulatory reports for the Corporation for Public Broadcasting (CPB), Federal Communications Commission (FCC), and Public Broadcasting System (PBS).
- Maintains and updates Federal Communications Commission public files as required by statute and licensure.
- Prepares and submits all CPB reports, including all legal papers confirming all compliance issues, Annual Financial Report (AFR), and Station Activity Benchmark Survey (SABS).
- Serves as station compliance liaison with the CPB and FCC.
- Provides input and review of rate cards used by the station.
- Coordinates administrative requirements related to contracted services provided to others.
- Works with departmental managers to identify and secure appropriate staffing.
- Maintains accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards (FASB).
- Provides information to the WTCI Board of Directors as requested.
- Recommends and implements effective internal control systems for administrative operations.
- Responsible for all aspects of preparing for and supplying all information to independent auditors necessary to prepare the annual financial audit and 990 tax return.
- Manages the annual renewals of all insurance needs, including any liability insurance and any benefit-related insurance.
- Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position.
- Performs other duties as assigned.

Essential Functions:

- Exceptional management, analytical, and communication skills.
- Highly developed computer skills, including database management accounting systems software and general office software.
- Experience with networked and cloud-based computer systems.
- Financial accounting experience through financial statement preparation using Financial Accounting Standards (FASB).
- Ability to manage and supervise accounting staff.
- Experience with budgeting, cost analysis, project accounting, grant writing and reporting, and contract writing and management.
- Flexible hours, including evenings and weekends.

Minimum Qualifications: Graduation from an accredited institution with a bachelor's degree in accounting or a related field and five years of upwardly progressive accounting experience in a governmental or other non-profit organization. Successful results of a criminal background check are required.

Microsoft Dynamics Great Plains experience is a plus.

Salary Range: \$60,000 - \$70,000 based on experience

Benefits:

- 401(k)
- Dental/Health/Vision/Life Insurance
- Paid time off

All interested candidates must submit a resume and cover letter for consideration including salary range requirements.

WTCI is an Equal Employment Opportunity Employer