

## WTCI-PBS

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

**Senior Director of Business & Finance**

**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 supervision of the President & CEO, the Senior Director of Business and Finance is responsible for the management, reporting, budgeting, and forecasting of the financial state of the station. This position is responsible for all daily business office operations, including Accounts Receivable and Accounts Payable. This position will manage the outsourcing of Human Resources and Payroll services. The Senior Director of Business and Finance is a senior management position.

### **Essential Job Responsibilities**

- Responsible for the accounting cycle, including general ledger, journal entries, account reconciliations, bank reconciliations, and month-end closing process
- Responsible for processing all accounts payable invoices and vendor payments.
- Responsible for monthly accounts receivable billing and collections
- Responsible for fixed asset management and depreciation schedule
- Preparation of monthly financial statements and presentation of financial statements to the Executive and Finance Committees of the Board of Directors at regular monthly meetings
- Preparation of quarterly Treasurer Report in coordination with Board Treasurer for presentation at quarterly board meetings
- Preparation and presentation of the annual budget for Board approval
- Preparation of quarterly departmental budget-to-actual reports for department heads
- Responsible for all annual compliance reporting to the FCC and the Corporation For Public Broadcasting
- Management of all cash balances and transfers, cash flow reporting, and assessment of cash needs
- Preparation and filing of federal forms 1099 and 1096

- Responsible for coordinating with the audit firm for the preparation and filing of annual 990 and annual audit report
- Oversight of human resources and employee benefits, including new hire reporting, benefit enrollment coordination, and termination process in conjunction with third-party payroll/HR services
- Responsible for all company contracts and liability insurance policy renewals
- Supervises business office staff.

**Qualifications:**

- Bachelor's Degree in Accounting with 5 years of experience in non-profit accounting.
- Computer literate and expert skills in Microsoft Excel, Accounting software, and other electronic processes as needed.
- Microsoft Dynamics Great Plains accounting software experience preferred.
- Excellent writing, verbal, and problem-solving skills
- Familiar with the needs of Human Resource responsibilities
- Knowledge of database operations
- Ability to work well alone and as part of a team

**Salary Range:** \$70,000 - \$80,000 based upon 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**