



**JOB TITLE:** Managing Controller

**DEPARTMENT:** NETA Business Center

**EXEMPT STATUS:** Exempt

**REPORTS TO:** Vice President, Finance and Business Development

The NETA Business Center seeks a dynamic financial professional with public media experience to join its expanding staff. The Managing Controller provides financial oversight, analysis, and presentations for Business Center clients. The Managing Controller also provides advice and counsel to the Vice President of Finance and Business Development regarding the Business Center's current and future operations.

**Regular duties:**

- Responsible for client's investment data entry and gain/loss calculations;
- Prepares monthly federal and state financial and internal reports as required by clients;
- Oversees cash management and forecasting;
- Reviews income on a monthly basis to ensure that it is coded appropriately in accordance with appropriate accounting principles (GAAP, FASB, GASB, et. al) pertaining to the client;
- Provides posting approvals;
- Attends all client board and board committee meetings as required;
- Compiles daily and monthly internal management reports as requested;
- Produces client's monthly Statement of Activities, Statement of Financial Position, and Cash Flow Statement and provides them to the vice president of finance and business development to review (by the 10<sup>th</sup> of the month) for client's monthly board meeting
- Provides financial statement analysis and presents monthly financials to client's designated committees/boards;
- Coordinates the preparation of the client's annual budget;
- Participates in client's strategic planning and assists in CFO capacity for "big picture" oversight;
- Work with external auditors to provide all necessary data for Business Center clients.
- Completes the Annual Financial Report (AFR), the Station Activity Benchmarking Study (SABS) and the Station Activity Survey (SAS) reports and ensures the reports are filed on time with the Corporation for Public Broadcasting;
- Provides excellent client support in a timely manner
- Attends finance committee, audit committee, and board of directors meetings, either by teleconference, in person, or telephone as required by the client;
- Assists the vice president of finance and business development in the management of the NETA Business Center staff, including the organizational structure and team development.

**EDUCATION & EXPERIENCE REQUIRED** (An equivalent amount of training, education and experience will also be considered.)

- Undergraduate degree, preferably in finance or accounting; graduate degree and professional certification preferred.
- Minimum ten years experience in accounting
- Minimum five years experience in a leadership position
- The ability to present to boards and to travel if necessary
- Experience working with not-for-profit organizations preferably in public broadcasting
- Excellent computer skills, including accounting software, and electronic spreadsheets.
- Excellent verbal and written communication skills.
- Excellent organizational skills with proven abilities with regard to accuracy and attention to detail
- Exceptional ability to problem-solve
- Strong positive interpersonal skills
- Ability to self manage and influence others to meet commitments
- Ability to take responsibility and ownership for tasks and to use initiative and creativity
- Ability to work proactively to meet deadlines
- Commitment to excellent customer service and satisfaction

**TO APPLY FOR THIS POSITION**

Please send a cover letter and résumé of your professional experience to:

**NETA Human Resources – Mark Everett**

Email: [meverett@netaonline.org](mailto:meverett@netaonline.org)

No phone calls.