



VACANCY NOTICE

November 17, 2017

DIRECTOR of FINANCE and ADMINISTRATION

**Rhode Island PBS Foundation
WSBE-TV/DT**

APPLICATION PERIOD:

All resumes must be received or postmarked on or before Friday, December 8, 2017.

DUTIES & RESPONSIBILITIES:

SEE ATTACHED POSITION DESCRIPTION

APPLICATIONS:

A current resume including education and work experience is acceptable as an application. Please indicate the position for which you are applying. Please deliver or mail to. **NO PHONE CALLS, PLEASE:**

DAVID PICCERELLI
PRESIDENT
RHODE ISLAND PBS FOUNDATION
50 PARK LANE
PROVIDENCE, RI 02907-3145
Fax: 401-222-3407

**RHODE ISLAND PBS FOUNDATION AND THE RHODE ISLAND PUBLIC
TELECOMMUNICATIONS AUTHORITY ARE AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYERS**



JOB DESCRIPTION

Position: Director of Finance and Administration

Reports to: President

Supervises: Yes – number varies depended upon needs

Basic Function: The Director of Finance and Administration will be a strategic thought-partner, and report to the President. The successful candidate will be a hands-on and participative manager and will lead senior leadership team in the following areas: finance, strategic planning and budgeting, human resources, administration, and IT. The Director will also collaborate with government agencies, community groups, arts organizations and their leaders to leverage new and emerging technologies and opportunities to extend the impact of Rhode Island PBS's broadcast and online productions as Rhode Island PBS continues to enhance its quality programming and expand its' outreach in the community.

Specific duties:

Financial Management

- Hire and supervise staff in daily operations.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate quarterly and annual financial statements; and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the Finance and Investment Committee of the Board of Directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the President; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Prepare and complete with the assistance of the President all reports to the Corporation for Public Broadcasting, Public Broadcasting Service and the Federal Communications Commission.
- Manage organizational cash flow and forecasting.
- Assist the President in the monitoring and management of the Rhode Island PBS Foundation's investment portfolio.
- Refine and direct use of accounting systems and internal control of those systems.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.

- Assist senior leadership team in the development of programming and productions; in the formulation of fundraising strategies; and the procurement of necessary technology to maintain operational continuity.
- Effectively communicate and present the critical financial matters to the Board of Directors.

Human Resources, Technology and Administration

- Further develop Rhode Island PBS Foundation's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Act as the personnel director, supervise the preparation of payroll and related federal and state forms, assist in the selection and dismissal of employees and oversee all other personnel related matters.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Experience:

- Bachelor's degree in accounting or finance, advanced degree and/or CPA certificate preferred.
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and business administration experience required; non-profit sector experience a plus.
- At least three (3) years managing a team or staff.
- Experience working with endowments a plus.
- Ability to translate financial concepts to and effectively collaborate with colleagues who do not necessarily have finance backgrounds.
- Able to work extended hours, some weekends, and travel as needed.
- Ideal candidate is bilingual.