

PACIFICA FOUNDATION RADIO
PROPOSED JOB DESCRIPTION – CONTROLLER

TITLE: CONTROLLER

STATUS: Regular Full time, Exempt

SITE: National Office – Pacifica Radio

REPORTS TO: Chief Financial Officer/Executive Director

BENEFITS: Medical, Dental, Life, Disability (Upon Completion of Introductory Status)

Pacifica Foundation Radio is a non-profit agency providing educational services. Its mission is to establish a foundation organized and operated exclusively for education purposes no part of the net earnings of which inures to the benefit of any member of the Foundation. Corporation services are provided in Berkeley, CA, North Hollywood, CA, Washington, D.C., Houston, TX and New York, NY.

Definition/Summary: The Controller will oversee the day to day accounting and finance functions at the national office. The Controller may at times supervise the work of the national office accounting and finance staff, and will directly coordinate and communicate with the radio stations' business managers. The Controller will support and work directly with the CFO to ensure that the organization's financial goals and objectives are met. The Controller will ensure that financial activities and transactions of the Foundation are recorded accurately and timely. The Controller will prepare the financial statements on a monthly basis and provide analysis of the results of operations against budget and other established goals. Together with the CFO, the Controller will evaluate, analyze, and implement Internal Control policies and procedures. The Controller shall directly oversee various finance and accounting functions including processing of payroll, accounts payable, recording, tracking and collections of accounts receivables. In addition, the controller shall ensure that reconciliation of Balance Sheet accounts are done in a timely manner. S/he shall protect the assets of the organization and meet all standards of transparency and accounting principles as befits a non-profit organization.

DUTIES AND RESPONSIBILITIES

1. Prepare financial statements on a monthly basis for review by the Executive Director (ED), CFO, Pacifica National Board (PNB), National Finance Committee (NFC), and Local Station Boards (LSB). Prepare year-end interim financial statements, and perform reconciliation/analysis of Balance Sheet and Income Statement (general ledger) accounts.
2. Prepare necessary journal entries and adjustments based on reconciliation and analyses of general ledger accounts. Journal Entries shall include, but not limited to, recurring entries for accruals, amortization of certain assets, depreciation, cash, CPB funding, restricted and unrestricted accounts, and bank and investment accounts.
3. Prepare reports detailing outstanding receivables and payables from the national office general ledgers. Compile the same reports from the business managers of the radio stations.
4. Collaborate with CFO and external auditors in the timely and accurate submission of annual audit schedules.
5. Provide ED and CFO daily cash position of the Foundation including cash position of radio stations.
6. Establish, organize, and maintain files, both hard copies and electronic files, as necessary.
7. Assist the CFO in preparation of financial reports and presentation to ED, PNB, NFC, LSBs, and other outside parties.

8. Ensure compliance with federal, state and local regulations and reporting requirements (such as annual information returns; payroll withholding and reporting, 990s, etc.). Ensure that current GAAP and other governmental rules and policies are maintained and complied with at all times.
9. Assure adequate control and accounting of all funds, including developing and maintaining sound financial practices.
10. Perform tasks and prepare ad hoc reports as needed or assigned by ED, CFO, PNB, NFC, and/or LSB's.

QUALIFICATIONS

1. Education/Experience: Bachelor's degree in accounting/business or equivalent; more than 2 years related accounting and finance experience preferably in community or public broadcasting or non-profit management and/or training; or equivalent combination of education and experience. A CPA certification would be a plus.
2. Understanding of U.S. Generally Accepted Accounting Practice requirements. Including the ability to express and demonstrate to others the requirements and necessity for complying with such standards.
3. Candidate will have demonstrated familiarity with all GASB/FASB, especially.

SKILLS/ABILITIES

1. Ability to provide strong organizational and management skills. Must demonstrate ethical standards in fiscal, legal, and administrative matters. Hands on experience developing and implementing policy and programs, and creating consensus from different points of view.
2. Strong delegation and decision making skills; diplomatic; excellent judgment; ability to stay calm under pressure; flexible.
3. Ability to read, analyze, and interpret complex documents. Respond effectively to inquiries or complaints. Ability to make effective presentations.
4. Ability to analyze financial transaction and activities, collect data, establish facts, draw valid conclusions, and record these transactions
5. Ability to work well with other individuals within and outside Pacifica. Ability to work under strict deadlines and objectives.
6. Demonstrated as well as theoretical knowledge of accounting systems, financial analyses and planning.
7. Demonstrated ability to oversee a complex financial structure with transparency, accuracy, confidentiality and impartiality.
8. Understanding and commitment to the Pacifica Foundation Mission Statement
9. Strong computer skills; demonstrated understanding of new technologies, which can aid in financial efficiencies, transparency, and the Foundation's economies.

~THE PACIFICA FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER

Pacifica Foundation does not discriminate on the basis of race, color, ancestry, religious creed, national origin, Ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Women and minorities are encouraged to apply.