

Vermont Public Radio

Job Title: Controller
 Department: Administration
 Reports To: Interim CFO
 FSLA Status: Exempt
 Prepared Date: October 2017

SUMMARY: The Controller is responsible for maintaining the accounting systems, policies and procedures for VPR. This includes revenue recognition and accounts receivable, fixed assets and depreciation, investments and other assets, expenses and accounts payable, payroll, debt and other liabilities, and reserves and fund accounting. The activities include day-to-day accounting, monthly and year-end closing and reconciliation processes, oversight of the annual audit and financial statement and footnote preparation, support of the annual budget development and regular internal and external financial reporting. The Controller tracks cash in VPR’s various bank accounts, forecasts anticipated cash needs, and recommends actions to meet those needs. The Controller maintains certain spreadsheets and databases for reporting to regulatory entities, develops and monitors the financial control structure, and seeks to optimize systems and processes through the use of appropriate technology, integration with other systems, training and support of accounting staff, and communication with VPR staff at large.

ESSENTIAL ROLES:

1. All accounting activities: General Ledger and related subaccounts and activities; Reconciliations/Accounts Payable / Accounts Receivable/Fixed Assets/Restricted and Endowment Funds/Payroll
2. Financial reporting: Audited financial statements, Form 990, internal reporting (including departmental budget reports)
3. Annual external audit
4. Cash tracking
5. Support annual budget preparation
6. Compliance/controls/efficiencies
7. Supervision/collaboration

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Responsibilities	Outcomes
<p>Oversees the activities of the Staff Accountant: bank deposits, recording revenue, accounts Receivable billing and cash receipts, accounts payable processing and check runs.</p> <p>Reviews and verifies payroll and related information</p> <p>Compiles and analyzes financial information to prepare or review entries to the general ledger.</p>	<p>All entries reviewed and verified prior to posting to assure the accuracy of the entries. Minimal correcting entries are required. Accounts receivable aging reviewed monthly and collection actions established. Accounts payable reviewed bi-weekly and cash managed to ensure adequate balances for all payroll periods. Closing process is concluded by the 15th of the subsequent month. All accounts reconciled before beginning of following month.</p>

Responsible for the month-end and year-end closing process.	
Prepares monthly financial reports: balance sheet, income statements, and cash flow statements. Prepares internal actual-to-budget reporting and variance analysis to assure accuracy of the statements and to aid in decision making.	Reports available to Leadership, Management and Board Committees on a timely basis. Written or verbal explanation of variances is provided to Leadership and Management.
Manages the annual audit of company's accounts, and prepare GAAP financial statements and footnotes.	The annual audit is planned and scheduled with outside auditors in advance. All client materials are prepared and assembled prior to auditors' arrival for field work. Minimal correcting entries are required, and management observations are insignificant or anticipated. Preparation and materials result in an unqualified opinion from external auditors. Annual audit is performed efficiently and within the planned scope of time and budget.
Prepares reports required by regulatory agencies, including IRS Form 990 and CPB reporting.	Regulatory reports are prepared and filed timely and accurately. Penalty fees are avoided.
Prepares the insurance renewal for review and signature.	Insurance is bound timely.
Seeks to identify and implement savings and efficiencies.	Process reviews are conducted to achieve efficiencies in all financial and accounting processes.
Recruits, manages, develops and evaluates accounting staff. Develops and maintains collaborative relationships with Leadership and Management at VPR.	Accounting staff is trained and able to support VPR's needs. Communication and collaboration across the organization builds trust in the finance and accounting systems. Support is provided to budget managers to improve their oversight and verification of financial information they provide.

EXCELLENCE IN THIS ORGANIZATION includes the following:

1. A high level of commitment and dedication to the mission of VPR and public radio.
2. Preserving confidentiality appropriately.
3. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, donors and potential donors connect with VPR.
4. Facilitating respectful communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR listeners and donors. Managing conflict constructively.
5. Demonstrating a commitment to the continuous improvement of VPR's ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
6. Expressing consistent, high performance expectations for themselves, their department, VPR's leadership and VPR.

7. Developing a broad understanding of all of VPR's departments, programs and services sufficient to assist donors, collaborate effectively with peers, ensure excellent communication and teamwork among departments.

SUPERVISORY RESPONSIBILITIES: Supervises the Staff Accountant, including goal-setting, regular checkins, feedback and support, and preparation of formal performance reviews.

POSITION REQUIREMENTS:

Education and Experience: A bachelor's degree in accounting and at least 5 years of relevant experience in accounting or financial management. Fund accounting and investment accounting experience necessary. 2-4 years of supervisory desirable.

Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively. Attention to detail with strong computer skills. Must be proficient in advanced use of MS Excel and possess skill in use of MS Word. Database management desirable.

Physical Demands: While performing the duties of this job, the employee must regularly talk, hear, and sit or stand facing a computer using a keyboard for extended periods, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus and use dual monitors. The work environment is an open environment office and noise levels vary. (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) *Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.*