

Vermont Public Radio

Job Title: Director of Human & Financial Resources
Department: Administration
Reports To: President & CEO
FLSA Status: Exempt

SUMMARY

This position is responsible for supporting and ensuring the development, communication and execution of VPR's human resources, financial, and administrative plans and actions in order to achieve the organization's strategic goals. This position has primary day-to-day responsibility for all human resource and financial-related activities, policies and practices of the organization. The position oversees compensation and performance management processes, payroll, accounting, annual budgets, investment management, long-term resource planning and allocation, and regulatory compliance. In addition to serving on the Leadership Team, this position will work directly with the Treasurer of the Board of Directors and the Finance, Investment, and Audit Committees of the Board. The Director of Human & Financial Resources may assist the President & CEO on various issues outside the of functional area of responsibility as requested.

ESSENTIAL ROLES

1. Accounting, including payroll
2. Human Resources Support and Administration
3. Planning/Budgeting/Forecasting
4. Legal/Audit/Compliance
5. Risk Management/Insurance
6. Supervision

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

Essential Duties and Responsibilities	
Oversees and directs VPR's accounting functions and systems.	Accounting functions ensure compliance with all organizational and regulatory requirements, including GAAP and FASB standards and guidelines and CPB reporting. Information is timely and accurate to aid in short- and long-term decision-making. Accounts receivable are managed efficiently and aged balances are minimal. Cash is managed effectively to maximize yield in light of liquidity needs. Necessary records are maintained to ensure security and confidentiality. Monthly reports are completed within 15 business days. Quarterly reports and analysis are completed within 20 business days of the end of the quarter. Annual audit is completed on time with a clean opinion and minimal adjustments and observations presented by the independent auditors. All state and federal tax filings are submitted timely and accurately.
Oversees and directs VPR's human resource functions and systems.	Oversees the development of and organizational adherence to human resource policies to ensure that VPR attracts and retains a high caliber, professional work force. Ensures regulatory compliance of all employee practices and timely reporting to various State and Federal agencies. Manages the recruitment and onboarding processes. Oversees the performance management system to develop a high level of commitment and excellent teamwork . Supervises employee benefit programs. Develops additional or replacement employee benefits as required and/or requested. Responsible for processes relating to employee terminations and workforce changes.

Essential Duties and Responsibilities	
Serves as liaison to the Audit, Finance, and Investment Committees of the VPR Board of Directors. Supports these committees through communications, presentations, research, guidance, and follow-up.	Provides thorough support to the appropriate committee as needed.
Leads the development of the annual and long-range operating and capital budgets.	Thorough, systematic analysis of resource needs, budget trends and factors that may have potentially significant impact on the financial vitality of VPR. Budget is maintained and the organization operates at or near projections. Presents timely and constructive reports to the President and Board on major issues potentially impacting the finances of the organization. Long-range forecasts are developed and maintained. Budget and long-range forecasts demonstrate clear linkage to adopted Strategic Plan.
Negotiates and administers all insurance programs. Acts as contact to outside legal counsel for corporate and labor matters.	The organization's risk management program is managed effectively and appropriately to minimize exposure. Leases and contracts meet all regulatory requirements.
Represents VPR to the national public radio community and regional business/civic organizations. Maintains strong working relationships with relevant national associations.	Effectively represents VPR as needed at the regional and national level.
Recruits, manages, evaluates, and develops staff in the Human Resources and Finance Department.	Develops an effective staff with individuals developing their skills, working well together, and working well with other departments.
Participates actively in the development of VPR's Strategic Plan. Leads the effort to understand relevant trends likely to impact VPR's future financial sustainability.	Is active participant and resource in developing and implementing the Strategic Plan.
Serves as a member of VPR's Leadership Team, sharing responsibility for the ongoing operation of the entire organization.	Works effectively with other members of the team on projects impacting the organization. Effectively coordinates department activities to align with those of other departments as needed. Recognized by peers as an effective teammate.
Demonstrates personal skills and characteristics that model what is desired in all employees.	Expresses consistent, high performance expectations for themselves, their department, VPR's leadership, and VPR. Demonstrates a high level of commitment and dedication to the mission and continuous improvement of VPR, a high level of energy, and an obvious enthusiasm for the work of VPR.
Is involved in ongoing professional development for the benefit of VPR.	Works to attain appropriate certifications/training, including mandatory training such as CPB.

SUPERVISORY RESPONSIBILITIES

Management of the Accounting and Human Resources staff.

POSITION REQUIREMENTS

Education and Experience: Bachelor's degree and/or other advanced certifications strongly preferred. Relevant, demonstrated experience in human resources, accounting, finance, or related fields. Several years of supervisory or managerial experience leading administrative functions.

Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively.

Physical Demands: While performing the duties of this job, the employee is regularly to talk, hear, walk, sit for extended periods, travel, and occasionally stand, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The work environment is usually an office and is usually quiet. (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.