

Director of Finance

Under general supervision of the Chief Executive Officer, the Finance Director will have primary responsibility for managing all financial reporting and for the financial integrity of the institution. A member of senior leadership team, this position is instrumental in the planned growth of the institution. The Public's Radio is a non-profit public service journalism institution, providing public media news and other programs to Rhode Island and Southeastern Massachusetts.

Major responsibilities include:

- Manage all aspects of the finance office and supervise finance associate
- Oversee annual audit and work with audit firm to produce the 990 tax return
- Prepare and provide financial reports to colleagues, management and board
 - Journal Entries
 - Account Analysis
 - Prepaid/Deferred Revenues
 - Class Accounting
 - Grant Accounting
 - Variance Reporting
 - Restricted Funds
 - Cash Flow and Forecast Analysis
- Identify revenue and expense trend analysis; ROI, cost analysis and identify expense savings
- Approve all purchase orders based on budgetary guidelines
- Establish and enforce policy and procedures to improve internal controls and systems
- Collaborate with the department heads to prepare the annual budget and monthly forecasting
- Prepare the annual Corporation for Public Broadcasting grant application and all supporting documentation and act as compliance officer
- Serve as staff point person for the finance committee
- Arrange for annual business and benefit insurance reviews and renewals
- Prepare month-end reconciliations and all supporting schedules
- Prepare all necessary financial reports and documentation
- Perform additional duties and special projects as assigned

Position Qualifications

- Bachelor's degree with a minimum of ten to fifteen years financial management experience
- Ability to manage critical deadlines with a minimum of supervision;
- Ability to prioritize and handle several projects simultaneously;
- Meticulous attention to detail;
- Excellence in QuickBooks;
- Proficiency in MS Word, Excel, and Outlook;
- Excellent written and verbal communications skills

Salary is commensurate with experience. Benefits package includes: partially subsidized health, dental, and vision insurance, fully paid life and LTD insurance, FSA or HSA and 401k plan.

Qualified, interested candidates should send resume and professional references to dzapata@ripr.org with the subject line, "Finance Director." Please include how you learned of the position. The Public's Radio is an EEO provider and committed to fostering diversity in the workplace. No phone calls, please.