



Job Description

Job Title:	Director, WTVI Financial Accounting and Reporting	Grade:	N
Department:	WTVI/CPCC	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position is responsible for the planning, oversight and direction of WTVI and its' employees. It will provide a continuation of the current financial/business activities and the compliance of all the external/internal reports.

Characteristic Duties and Responsibilities:

1. Manage/coordinate all WTVI activities for transferring to CPCC including financial area, asset and facility management, grant, fundraising and other items as needed to ensure the smooth transition.
2. Ensure employees of WTVI, the management and all the processes to be in compliance with rules and regulations of laws within the television station. Compliance controls are: Communication Act, Corporation for Public Broadcasting and Federal Communications Commission.
3. Develop/maintain WTVI policies and procedures for the operation of the compliance program.
4. Serves as liaison for WTVI activities and CPCC.
5. Perform other duties within financial Services as CPCC annual financial statement preparation, assist/prepare 990 & 990T forms for WTVI, review/process Procurement P.O. & contracts for the new ARIBA software, assist with accounts Payable invoices and any other assigned duties.
6. Prepares SABS, FCC, industry reports and any other internal/external regulatory reports to ensure accurate and timely filing.
7. Other duties as assigned.

Reporting Relationships:

Direction Received:	Reports to Associate VP of Finance and Admin Services
Direction Given:	Directs supervision as a first-line supervisor professional exempt staff and administrative support staff



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting, Business Administration or related and 4 years of work related experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of Payroll, Finance, Accounts Payable and Accounts Receivable

Knowledge of budgeting and reporting procedures and practices

Excellent organizational skills

Ability to communicate effectively, gain credibility and develop productive working relationships with employees at all levels from WTVI and CPCC

Ability to plan, organize and direct multiple programs, campaigns and events

Working Conditions:

Typical office environment