



## Job Description

<b>Job Title:</b>	WTVI/CPCC Director TV Media Services Accounting	<b>Grade:</b>	N
<b>Department:</b>	Financial Services	<b>FLSA:</b>	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:**

WTVI is merged with CPCC as of 7/1/2012. In order to keep the continuation of the current financial/business activities and the compliance of all the external/internal reports, we need to have this position to help with the process. Performs a variety of complex, technical accounting tasks related to preparing, maintaining and reviewing financial reports and records.

### **Characteristic Duties and Responsibilities:**

1. Manages/coordinates all WTVI activities for transferring to CPCC including financial area, asset and facility management, grant, fundraising and others items as needed to ensure the smooth transition.
2. Ensures employees of WTVI, the management and all the processes to be in compliance with rules and regulation 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. Prepare SABS, FCC, industry reports and any other internal/external regulatory reports to ensure accurate timely filing.
7. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to Associate VP of Finance and Admin Services

**Direction Given:** Direct level supervision of assigned employees



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### **Minimum Requirements:**

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

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of general accounting and auditing principles and practices

Proficiency with Microsoft Office Suite, particularly Excel

Accounting systems proficiency, from both an accounting and information systems perspective  
Ability to communicate effectively

Analytical and organizational skills

Ability to exercise good judgment in applying and interpreting policies, procedures and regulations

Ability to train/teach others one-on-one or in groups

Ability to establish and maintain effective working relationships with other staff members and the college community

Ability to continuously monitor and analyze the administrative information system and suggest improvements

Ability to make complex journal entries and produce financial statements from a trial balance

Understanding and appreciation of internal control measures and processes

Supervisory skills

### **Working Conditions:**

Typical office environment