



Job Description

Job Title:	WTVI - Sr. Financial Analyst	Grade:	M
Department:	Accounting & Reporting	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 WTVI financial and accounting functions including preparation of financial, CPB and other grant reports. This position serves as the liaison between the College's Finance & Administrative Services Division and other WTVI personnel.

Characteristics Duties and Responsibilities:

1. Coordinates and monitors WTVI financial activities and enters financial information into the College's and WTVI's general ledger. Ensures the station is in compliance with the Financial Aspects of the "Communication Act".
2. Reconciles monthly donor contributions to the College and WTVI general ledgers.
3. Assists with UBIT (Unrelated Business Income Tax) and IRS forms 990-T, submits quarterly federal and state estimated tax payments to the IRS.
4. Compiles, analyzes and summarizes financial information; assists with preparing the monthly WTVI consolidated statements and the Annual Financial Statement.
5. Assists and compiles the SABS (Station Activity Benchmarking Survey), SAS (Station Activity Survey), AFR (Annual Financial Reports) and other internal and external required reports for WTVI. Ensures Non-Federal Financial Support (NFFS) is accurately reported on AFR.
6. Researches existing system structures and recommends modification to improve the reporting process. Assists and prepares written policies & procedures for the WTVI financial activities including in-kind contributions, Accounts Payable, Accounts Receivable, Procurement, Payroll, Budget, etc.
7. Ensures and monitors the account coding of WTVI invoices and receipts are coded correctly into the financial software.
8. Prepares WTVI internal and external billings, produces monthly accounts receivable report, reconciles the deposit receipt with the outstanding invoices, assists with the follow up on aged receivables.
9. Serves as liaison between the College and WTVI – PBS Charlotte, provides all the training for accounting software.
10. Other duties as assigned.

