



Vermont Public Co.

## **JOB DESCRIPTION:**

**Job Title:** Chief Financial Officer (CFO)  
**Department:** Finance & Strategy  
**Reports To:** Chief Executive Officer (CEO)  
**Classification:** Regular Full-Time  
**FLSA Status:** Salary Exempt  
**Work Location:** Winooski or Colchester, Vermont  
**Remote Option:** No  
**Cellular Phone Eligible:** Yes  
**Prepared Date:** October 2021

## **SUMMARY**

The Chief Financial Officer (CFO) is a key member of the senior leadership team, providing executive level management of annual and long-term financial plans for VPR//Vermont PBS. The CFO will report to the Chief Executive Officer (CEO), providing advice and counsel. The CFO also will work closely with the leadership team on business operations, strategic planning, and financial management.

The CFO is passionate about the mission, aligned with organizational values, and an individual who provides strategic and tactical leadership for VPR/Vermont PBS's long-term financial sustainability, with direct responsibilities to VPR/Vermont PBS's board of trustees.

## **ESSENTIAL FUNCTIONS**

- Regularly engaging with the accounting and leadership team
- Collaborating with the CEO on accounting matters, financial updates, and strategic planning
- Leading department heads on managing actual performance against budget, as necessary
- Regular communication with members of the VPR/Vermont PBS Board
- Overseeing all investment and cash flow opportunities for VPR/Vermont PBS
- Supervising cash management, assessing cash flows and liquidity requirements
- Coaching direct reports and collaborating with other department heads

## **EXCELLENCE IN THIS ORGANIZATION**

1. A high level of commitment and dedication to the mission of the organization and public media.
2. Preserving confidentiality appropriately.
3. Serving as an excellent ambassador for the organization, both formally and informally. Helping listeners, potential listeners, donors and potential donors connect with the organization.
4. Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with PBS/VPR listeners and donors. Managing conflict constructively.

5. Demonstrating a commitment to the continuous improvement of the organization's ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
6. Expressing consistent, high performance expectations for themselves, their department, the organization's leadership and the organization itself.
7. Developing a broad understanding of the organization's departments, programs and services sufficient to assist donors, collaborate effectively with peers, ensure respectful communication and teamwork among departments.

**SUPERVISORY RESPONSIBILITIES:** Finance department staff members

## **POSITION REQUIREMENTS**

### **Education and Experience**

- Accounting or finance degree required. MBA or CPA is desirable.
- Ten or more years of progressively responsible experience managing multiple corporate functions inside a complex, socially responsible for-profit or not-for-profit environment.
- Or equivalent combination of education and experience.
- Broad expertise in financial management, including non-profit accounting operations, GAAP, budgeting and performance monitoring, capital deployment and expenditures, investment/endowment management, treasury and cash management, financing structures, insurance, and compliance.
- Solid understanding of non-profit accounting, private and government grant accounting, accounting, and finance systems and platforms, and related subjects.
- Strong technical abilities and skills; a leader at digital transformation; and an understanding of dashboards and data visualization techniques.
- Excellent interpersonal skills with strong customer service orientation.
- Demonstrated commitment to diversity, equity, and inclusion.
- Effective oral and written communication skills.
- Ability to represent VPR/Vermont PBS with a genuine understanding of and passion for public media and its mission.

### **Physical Demands**

Work involves standing and walking for brief periods of time, most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen.

Deadlines, workloads during peak periods and changing priorities may cause increased stress levels.

Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level.

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.*