Chief Financial Officer *(Full-Time, Exempt)*

Reports to: CEO/President  
Salary Range: $85,000 - $105,000

**Primary Functions:**

Chief Financial Officer (CFO) is a senior management position which works closely with the CEO/President to perform effective risk management and to ensure financial management is strategically aligned with the mission of Community Radio for Northern Colorado. This position must be well-versed in all aspects of financial management ranging from simple accounting to broad investment and banking operations.

The role of the CFO is to support the CEO/President in protection of the organization’s revenues and to maximize their use for the enhancement of CRNC’s mission.

**Job Duties:**

**Finance**

- Supervise and evaluate the Bookkeeper, including providing feedback and professional development opportunities.
- Ensure adequate internal controls are in place to protect assets and ensure accurate financial statements.
- Ensure daily and monthly accounting duties are completed in an accurate and timely manner.
- Complete all financial disclosures as required by CPB and general grant funding.
- Collaborate with CEO/President to develop fiscal year budget recommendations to the CRNC Board of Directors.
- Assist CEO/President and Senior Management in on-going monitoring of the fiscal year budget, ensuring that the budget reflects the organization’s priorities and strategies as determined by the Board of Directors and CEO.
- Manage annual audit process.

**Human Resources**

- Annually review salary ranges and benefits offerings, including health/dental/vison insurance and more, ensuring that CRNC is offering a competitive benefits package that fits within the financial constraints of the budget.
- Working with CEO/President, determine appropriate staffing structure to enable the organization to meet its mission, while staying within the financial constraints of the budget.
- Review monthly payroll as prepared by Office & HR Manager.
**On-Air Fundraising/Membership**

- Review budget assumptions and goals with CEO/President, Operations Manager and Director of Individual Giving
- Review with CEO/President, and adjust if necessary, the staffing and resource needs for the membership department
- Provides support for on-air fundraising drives, through answering phones or data entry, or as needed

**Additional Responsibilities:**

Perform other duties and attend trainings as assigned by CEO/President

**Skills, Education & Experience:**

- Bachelor’s degree in business, finance, accounting, or another related field such as non-profit administration.
- Five or more years of experience in accounting, including accounts payable, grant reporting, payroll, and month-end closing as well as strategic planning and business development.
- Proven experience as a CFO, finance manager or relevant role
- Strong strategic instincts coupled with a collaborative management style, and accessible personality, and the ability to tactfully lead through change
- Outstanding communication and listening skills.
- Proven ability to consistently work well with others, demonstrating at all times respect for the diverse constituencies at KUNC/The Colorado Sound and within the public broadcasting system.
- Experience with a public media management role is a plus, but not required

**Physical Demands and Work Environment:**

- The ability to remain in a stationary position frequently.
- The ability to occasionally move about inside the office to access office machinery, co-workers’ offices, etc.
- The ability to frequently operate a computer and other office productivity machinery such as a laptop, office printer, telephones, etc.
- The ability to frequently communicate with clients and co-workers, via telephone, email and other means of communication as required.
- The work environment is primarily in an office area with moderate noise levels and moderate requirements for physical exertion, mostly lifting of personal computers, promotional items, etc. Occasionally requires/asks employee to travel to and from professional development conferences and meetings with potential & current members and/or co-workers.
This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

We offer competitive salaries and generous benefits including health & dental care, life & short-term disability insurance, 403b retirement, and more. KUNC is an equal opportunity employer and encourages diversity in the workplace.

SELECTION PROCESS: Application deadline is **11:59 p.m. MT on 04/04/21**.

You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring team. You will be notified if you are selected for further testing or interviews via email.

Please keep your contact information up-to-date.

Community Radio for Northern Colorado's mission is to strengthen our community by cultivating the mind and spirit- informing, inspiring and entertaining.