Client: Vermont Public
Website: vermontpublic.org
Position: Controller
Reports To: Chief Financial Officer
Location: Colchester, Vermont

Vermont Public seeks to create an expanding, open community for all Vermon ters, broadening access and opportunity for all voices to participate from every corner of our unique state. Over the last 50 years, VPR and Vermont PBS’ audiences and supporters helped create two of the strongest statewide public media organizations in America. Together as Vermont Public we will build on that foundation of trusted information, high-quality education, and thoughtful programming to build the future of public media in Vermont. Vermont Public remains Vermont’s unified public media source for programs from NPR and PBS and for locally produced, award-winning news, video, and music content. We also host community events, both virtual and in-person, throughout the broadcast region. Vermont Public is about bringing people and communities together. We want to give everyone a chance to participate – from every corner of our state and region.

Summary
The Controller is responsible for all day-to-day accounting operations essential to keeping our organization running smoothly, including the timeliness and accuracy of all accounting functions. The Controller manages accounts payable, accounts receivable, payroll, general ledger maintenance, and will ensure adherence to accounting policies and procedures. This position is a key member of the Finance team and reports to the CFO.

Essential Duties & Responsibilities
Accounting Operations

- Manage all accounting operations, including accounts receivable, accounts payable, GL entry, payroll, cost accounting, fixed assets/capital expenditures, and revenue recognition.
- Ensure all accounting processes and financial reporting comply with generally accepted accounting principles (GAAP), non-profit financial reporting standards, and organizational policies.
- Develop, organize, maintain, and follow accounting and financial policies, processes, and internal controls.
- Lead monthly, quarterly, and year-end close processes, including review and approval of all general ledger journal entries and related reconciliations.
- Manage ongoing banking activity and relationships.
- Ensure reconciliation of cash and record cash receipts.
- Reconcile temporarily restricted revenues and releases from restriction.
- Coordinate with Director or External Reporting and Compliance to ensure compliance with local, state, and federal government reporting and tax filing requirements, including timely payments, as well as reporting to funders such as the Corporation for Public Broadcasting.
- Coordinate with Director of External Reporting and Compliance to administer real estate licenses, including invoicing and collections.
- Maintain primary relationship with auditors for consulting engagements and annual audits and lead the Finance team throughout the audit preparation and response process.
- Identify and record the financial effects of contractual agreements.

**Finance**
- Ensure the integrity and efficiency of all internal accounting systems and procedures to ensure timely and accurate financial reporting for internal and external audiences.
- Produce and communicate accurate and timely monthly, quarterly, and annual financial reports, with variance analysis and explanations.
- Prepare a management’s discussion and analysis document to accompany each financial statement outlining how the organization performed compared to prior periods and budgets, cash flows and includes agreed-upon key performance indicators.
- Contribute to process improvement and fiscal responsibility initiatives.
- Manage relationship, in collaboration with CFO, with investment account managers.
- Collaborate with other departments to ensure interfacing of systems, identification of finance-related transactions and agreements.

**Budget**
- Assist CFO and assigned staff with annual budget process and financial forecasts, analyses, and communications.
- Prepare cash flow forecasts for short term & long-term financial planning.

**Management & Supervision**
- Recruit, interview, hire, supervise and train accounting staff.
- Lead and supervise employees through individual coaching, providing resources as appropriate, and regular team meetings.
- Establish a team culture of planning, communication, meeting deadlines, and accountability.
- Maintain overall knowledge of all accounting team functions and serve as a backup for team members.

**Communication**
- Key point of contact for other departments on financial and accounting matters.
- Analyze and communicate key drivers of company financial results to leadership.
- Partner across the organization to identify opportunities for efficiency within both financial and operational processes.
- Assist vendors and employees with finance and accounting processes.

**Technology**
- Oversee use of accounting software to enter, manage, and track all accounting entries.
- Evaluate the effectiveness of accounting software and supporting database.
- Ensure the adequacy of training of Finance staff and users of the accounting systems.

**Other**
- Act as a back-up to the CFO.
Participate in the work of the Vermont Public management team and other cross-functional teams.

Excellence in this Organization

- A high level of commitment and dedication to the mission of the organization and public media.
- Ability to cultivate and develop inclusive and equitable working relationships with co-workers and audience, supporting and enhancing a culture of belonging.
- Preserving confidentiality appropriately.
- Serving as an excellent ambassador for the organization, both formally and informally. Helping listeners, potential listeners, donors, and potential donors connect with the organization.
- Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR/Vermont PBS listeners and donors. Managing conflict constructively.
- 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.
- Expressing consistent, high-performance expectations for themselves, their department, the leadership, and the organization itself.
- Developing a broad understanding of the organization’s departments, programs, and services to assist donors, collaborate effectively with peers, ensure respectful communication and teamwork among departments.

Supervisory Responsibilities

- Staff Accountants
- Accounting Specialist

Qualifications, Education, and Experience

- Bachelor’s degree in accounting, finance, or business administration. CPA preferred.
- Minimum five years or more of accounting operations experience in a not-for-profit organization.
- Mastery of accounting software, working knowledge of additional organizational software.
- Thorough knowledge of GAAP.
- Demonstrated experience in effectively leading, managing, and coaching a team.
  - Excellent interpersonal skills with strong customer service orientation.
  - Demonstrated commitment to diversity, equity, and inclusion.
  - Effective oral and written communication skills.
  - Ability to represent Vermont Public with a genuine understanding of and passion for public media and its mission.

Gallagher, Flynn, & Company, LLP has been retained to conduct this search. Interested candidates may apply by sending a resume and cover letter to Shane Capron, Director, Talent Acquisition at talentsolutions@gfc.com. While we appreciate all interest in this opportunity, only candidates most closely aligned with our search will be contacted.

Disclaimer: What is listed above is representative of the responsibilities of the position but are not meant to be an exhaustive list. Responsibilities may change during employment at the company’s discretion. Gallagher, Flynn & Company, LLP, and our client do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.