

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508

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Title: Senior Director of Finance

Reports to: Chief Operations Officer/Vice President of Administration
Works directly with the NETA Business Center controller and accounting staff

FSLA Status: Exempt

Version: 1.0

Summary Statement:

The Senior Director of Finance (SDF) serves as principal finance and administration leader of a broad-based media organization that delivers television, radio, news, and web content. The SDF supervises the finance unit (Administrative Business Manager & the NETA Business Center finance staff) and is the chief financial liaison with the board of directors. The SDF reports directly to the Chief Operations Officer & Vice President of Administration, assists on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs, and the securing of new funding for Alaska Public Media.

In addition, the SDF will participate collaboratively with the COO and the CEO's Chief Executive Assistant to promote administrative projects completion.

AKPM is the source for NPR radio, PBS television for Southcentral Alaska and stewards the statewide news network.

Essential Functions:

The Senior Director of Finance will:

- Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans.
- Train the Finance Unit and other staff on raising awareness and knowledge of financial management matters.
- Assess the benefits of all prospective contracts and advise the Leadership Team on programmatic design and implementation matters.
- Ensure adequate technical controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
- Create annual budget for AKPM with the CEO, COO, and Leadership Team. Work with the COO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: (1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, (2) ensuring that all government

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- regulations and requirements are disseminated to appropriate personnel, and (3) monitoring compliance.
- Direct the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets, annual audit, and CPB Finance reports and requirements.
 - Ensure the production of monthly reports including reconciliations with funders, as well as financial statements and cash flow projections for use by Leadership Team, as well as the Finance Committee and Board of Directors.
 - Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors ensuring all A-133 audit issues are resolved, and all 401(K) compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state, and other required supplementary schedules and information.
 - Monitor banking and investment activities of the organization.
 - Oversee all purchasing and payroll activity for staff and participants.
 - Ensure adequate cash flow to meet the organization's needs.
 - Participate in investigate cost-effective benefit plans and other fringe benefits with the COO which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
 - Participate in developing new business, specifically assisting the CEO and COO in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.

Duties and Responsibilities:

In addition to the above functions, the Senior Director of Finance will:

- Attend Board and Subcommittee meetings; to include being lead staff on the Finance & Audit Committees.
- Present annual operational and capital budgets to the board of directors.
- Assist in the design, implementation, and timely calculations of wage incentives, commissions, and salaries for the staff.
- Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
- Oversee business insurance plans and health care coverage analysis.
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.

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Required Qualifications:

- Not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, TANF program regulations and compliance requirements, and appropriate Code of Federal Regulations sections.
- Resources of public and private social service and related agencies.
- Organizational development, human resources, and program operations.
- Bachelor's Degree, Controller, or Director of Finance experience.
- General office software, particularly the Microsoft Office Suite and MIP software (or other similar not-for-profit general ledger software) and use of databases.

Ability to:

- Create and assess financial statements and budget documents.
- Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors, local community advocates, participants, and employers.
- Supervise staff, including regular progress reviews and plans for improvement.
- Communicate effectively both in written and verbal form.

Desired Qualifications:

- Completion of a master's degree at an accredited college or university, or equivalent work experience.
- Certified Public Accountant (CPA) preferred.
- Five to seven years of financial and management experience with day-to-day financial operations of an organization of at least 50 staff persons.
- Previous public media experience.
- CPB Community Service grant experience.
- Commensurate experience overseeing federal grants.

Allowable Substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations.
- Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.

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- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands, while seeking supervisory assistance as appropriate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk, and sit; use hands/fingers to handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I _____ received a copy of this job description on _____.
(Print Name) (Date)

Employee's
Signature: _____