

**Public Broadcasting Atlanta (PBA)** is a non-profit organization formally called *Atlanta Educational Telecommunications Collaborative, Inc. (AETC)*. As a broadcast service, PBA is comprised of WABE90.1FM, WPBA-TV30 and the digital service Atlanta PlanIt. For more information on the broadcast service, programming and opportunities, please visit [www.wabe.org](http://www.wabe.org)

**Job Title:** Director of Finance

**Summary:** Public Broadcasting Atlanta is seeking a dynamic, experienced Director of Finance to oversee financial operations and assist with PBA's financial strategy and planning. The Director of Finance must have in-depth knowledge of accounting, as well as a strong background in financial and business principles. This position is responsible for the accounting, financial systems, financial reporting, budgeting, compliance, investments, insurance, and audit functions of the organization. The position ensures that there are effective financial and accounting system controls and standards in place. To be successful, the Director of Finance must be collaborative, a good communicator, a good listener, and one who builds trusting relationships while firmly upholding financial considerations.

**Accountabilities:**

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Responsible for setting up and overseeing the budgeting and accounting system.
- Responsible for/supervises the accounting staff. Oversees and reconciles the general ledger input, recording of accounts payable and accounts receivables, cash transfers, month-end closeout and all procedures related to these activities.
- Prepares and analyzes regular periodic financial reporting, financial forecasts, and various specialized financial reports to assess financial condition.
- Leads and oversees the annual budgeting and planning process in conjunction with the Chief Financial Officer. Guides expense activity based on the budget, identifying cost savings and efficiencies.
- Leads and coordinates the annual audit process, functioning as the interface with external auditors and the Audit Committee representing the Board of Directors.
- Responsible for the financial management of grant funding.
- Responsible for record retention, including records related to investments, insurance, asset depreciation, property, plant and equipment, grants, contracts, etc.
- Manages company cash flow, maximizing returns and limiting risk through prudent investment of cash balances.
- Responsible for financial components of risk management, payroll, and employee benefits.
- Updates general insurance coverage and maintains adequate coverage.
- Ensures compliance with federal, state, and local legal requirements, researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks.
- Keeps up-to-date on information and technology affecting financial operations to enable innovation and ensure compliance.



PUBLIC BROADCASTING ATLANTA

## Atlanta's NPR and PBS Stations

### **Knowledge, Skills and Abilities**

- BS/BA or higher in Accounting or Business
- Five (5) or more years of experience at a management level in accounting and budgeting, preferably in a non-profit organization
- General accounting experience, nonprofit accounting a plus
- Must have advanced Microsoft Excel skills, and Microsoft Access experience a plus
- Strong analytical skills with strategic focus
- Sage MIP Fund Accounting experience a plus.
- Prior auditing experience helpful
- Must demonstrate strong management abilities, organizational skills, and oral/written communication
- Must be positive, hardworking and goal oriented

### **Competencies:**

- Change/Adaptability/Flexibility--- Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- Communication--- Communicates well both verbally and in writing, shares information and ideas with others throughout the organization as appropriate, has active listening skills.
- Leadership and Initiative --- Focused on results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility. Provides leadership and motivation.
- Collaboration--- Works collaboratively with others to solve problems, achieve common goals. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams to provide a financial perspective to projects.

### **Work Environment & Physical Demands:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required (up to 5 lbs.), filing documents or store materials throughout the workday. Proper lifting techniques required. For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

### ***Submit resume and cover letter to:***

Public Broadcasting Atlanta  
Attention: Human Resources  
740 Bismark Rd. NE  
Atlanta, GA 30324  
Fax: 678-553-3026

Apply online at: [www.wabe.org](http://www.wabe.org)

Email: [jobs@pba.org](mailto:jobs@pba.org)

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