

PORTLAND COMMUNITY MEDIA
FISCAL MANAGER
JOB DESCRIPTION

JOB TITLE: FISCAL MANAGER

REPORTS TO: EXECUTIVE DIRECTOR

STATUS: FULL TIME, EXEMPT

SALARY & BENEFITS: COMPETITIVE, COMMENSURATE WITH EXPERIENCE

Summary:

The FISCAL MANAGER is responsible for ensuring the accurate management of all financial, human resource and accounting activities of the organization. This position implements and manages effective and streamlined administrative/financial systems, including financial accounting, legal, human resources (HR), and support for capital investments and the physical infrastructure of the Portland Community Media facility.

The FISCAL MANAGER reports to the Executive Director and involves a high degree of complexity due to the variety and diversity of tasks. Much of the work involves a high degree of confidentiality. As a member of the Senior Management Team, the FISCAL MANAGER will be involved in strategic planning and organizational development for the organization.

Qualifications:

- Bachelor of Arts or Science degree in Accounting, Finance, or Business. MBA or CPA preferred.
- Non-Profit accounting and management experience, preferred.
- Five years of progressively responsible management experience with specific accountabilities for cash management, forecasting, budgeting and accounting functions.
- A combination of education and experience may be substituted for the above.
- Analytical thinking, attention to detail, and problem solving abilities.
- Knowledge of organizational development, human resources, and program operations.
- 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 employees.
- Collaborative, a team player who enjoys working with internal departments and partners to advance our objectives.
- Ability to function effectively under pressure and meet deadlines.
- Capacity to prioritize and manage own work

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Requirements:

- Demonstrated experience with GAAP, FASB, and non-profit accounting principles.
- Ability to benchmark the performance of a production facility.
- Forward looking planning skills and the ability to anticipate the impact of operating decisions on cash flows, earnings, and financial position.
- Extensive background in all areas of bookkeeping and accounting as well as human resource and personnel benefits management.
- Thorough knowledge of accounting systems and procedures including Sage AccPac and Microsoft Office products.
- Ability to build effective working relationships with co-workers.
- Ability to work effectively within a busy environment.
- Ability to communicate technical information to broad audiences.
- Ability to work effectively with a variety of people and temperaments.
- Sensitivity to confidential information.
- Willingness to respond positively to requests from staff throughout the organization relating to areas of position responsibility.
- Ability to manage several projects concurrently.
- Experience working with volunteer groups and volunteer Board of Directors.
- Demonstrated oral and written communication and organization skills.

Responsibilities:

- Generate monthly, quarterly and year-end financial statements in a timely manner.
- Manage annual budgeting process.
- Create financial projections and models as needed.
- Maintain effective cash management systems.
- Generate and provide specific financial information as needed.
- Manage the maintenance of accounting related software and reporting systems.
- Manage the update and upkeep of historical financial records.
- Manage annual audit process.
- Manage all external financial relationships including banking, short-term credit, and lease/rental agreements.
- Ensure that all management staff is trained on fiscal procedures to support purchasing for their departments.
- Oversee the development of regular performance monitoring measures, qualitative and quantitative.
- Ensure that the Employee Handbook is updated per all applicable local, state and federal laws.

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- Ensure that Fiscal Policies and procedures are updated and current per all applicable local, state and federal regulations and laws.
- Manage yearly insurance benefit renewal. Ensure information regarding the health benefit package is provided to staff in an accurate and timely manner.
- Manage mandated benefits such as COBRA and OFLA / FMLA.

Duties:

- Oversee and maintain all financial records and reports including; payroll documents, accounts receivable and payable files, quarterly tax reports, financial statements, month-end closing and inventory files.
- Prepare monthly, quarterly and annual financial statements.
- Oversee the preparation, recording, and processing of payroll, accounts payable, cash disbursements, accounts receivable, and cash receipts.
- Prepare, record, and post accounts to the General Ledger for Month-End close.
- Maintain computerized inventory lists.
- Coordinate company's annual financial audit with audit firm.
- Reconcile bank statements monthly.
- Prepare and track all payroll related records including; W2's, employee deductions, bimonthly payroll, sick leave, vacation, and other leave.
- Maintain required records, reports, and files in an organized manner.
- Oversee the administration of all purchasing.
- Attend Board meetings and Committee meetings as necessary.
- Perform human resource functions for the organization in the areas of recruitment and selection, orientation, EEO and affirmative action, employee relations and benefit administration.
- Perform administrative tasks as needed.
- Support Executive Director and Senior Management staff in employee discipline and termination processes.
- Perform additional duties as requested by Executive Director.

Please send resume' and cover letter that describes your experience as it relates to the position, including salary requirements to Cece Hughley Noel, Interim Executive Director, 2766 NE MLK Jr. Blvd., Portland, OR 97212 or via email (pdf format, please) to cece@pcmtv.org, with Fiscal Manager Position in the subject line.

Application deadline: July 15, 2010 by 5 pm PST

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