



## Chief Financial Officer

### Position Summary:

Reporting to the Chief Operating Officer, the Chief Financial Officer (CFO) is responsible for financial planning, budgeting and budget analysis; accounting operations; financial controls and reporting; and investment oversight. Specifically, they will produce regular financial reports, maintain an adequate system of accounting records, and design a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

### Position Responsibility:

#### Budget + Monitoring

- Prepare and submit an annual operational budget to the Executive Team and Finance Committee of the Board for review and approval
- Produce accurate and timely forecasts and manage effectively within the annual budget; report accurately on progress made and challenges encountered
- Manage cash flow planning process and ensure funds availability

#### Financial Operations

- Oversee the accounting team to ensure the proper functioning of all systems, databases and financial software
- Review and ensure application of appropriate internal controls and financial procedures
- Oversee the month end close process; review procedures while addressing and eliminating inefficiencies

#### Analyses

- Provide financial analyses as needed, in particular for investment fund development, pricing decisions with products designated for sale, and contract negotiations
- Advise the Executive Team and the Finance Committee on critical financial matters including financial planning, budgeting, cash flow, investment priorities and policy

#### Board

- Work in partnership with the Treasurer and provide staff support to the Finance Committee of the Board

#### Taxes and Audit

- Comply with local, state, and federal government reporting requirements and tax filings (1099's etc.) Work with outside accountants in preparing the corporate tax returns.
- Direct the external auditor efforts in the production of the annual audit, including preparing all required schedules for annual audit and coordination with the Board Audit Committee

#### Financial Relationships

- Monitor debt levels and compliance with loan covenants. Communicate with the bank on a regular basis and provide requested information. Negotiate with the bank for line of credit expansions as needed.

### Required Education and Experience:

- Bachelor's degree, master's degree is a plus.
- CPA
- Must be experienced in nonprofit accounting practices.

### Salary & Benefits:

This position includes a comprehensive health, benefits and vacation package, with a salary commensurate with experience.



**Requirements:**

- Cover Letter
- Resume

**Contact:**

Please send requirements to [hr@youthradio.org](mailto:hr@youthradio.org). Please put "CFO" in subject line. No calls please. Youth Radio is an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.