Position: Director of Finance
Department: WFUV Radio, Rose Hill

Responsibilities:
- Preparation and oversight of station budget and financial statements, working with GM, department directors, the Provost, University Finance and Controller’s office, and the Finance Committee of the WFUV Advisory Board, as required
- Plan station budget, including three and five-year projections, working to ensure balanced revenue and spending
- Work in partnership with directors in terms of planning department cost budgets and monitors maintenance of those budgets
- Plan and implement procedures to improve efficiency and internal controls, as well as reduce costs
- Daily management of station finances with adherence to industry best practices and procedures
- Provide financial projections, project budgets, data analysis, and other reporting for budget planning purposes; government, foundation and corporate proposals; and reconciliation reports
- Create monthly YTD cost and revenue budgets
- Document all financial and operations policies and procedures
- Build and maintain relationships with all Fordham University counterparts, practicing the highest standards of internal customer service
- Oversight of payment processes, including initiation and oversight of all check requests, purchase orders, budget transfers, journal entry requests, petty cash, travel vouchers, and station AmEx card
- Tracking and reconciliation of all revenue and expenses, working with Banner Finance, University financial books and records, station records including MemSys membership tracking system, corporate underwriting, and others as applicable
- Reporting and analysis, including ongoing financial reports and analysis for budget monitoring
- Manage the station’s cash position, including projections, on an ongoing basis
- Staff payroll and human resources management, including full time, part time, and student salaries, stipends, and commissions, practicing the highest standards of discretion
- Serve as liaison with University Human Resources, supporting the GM in seeking answers to HR policy questions, to gain understanding and clarification, as needed
- Work closely with department heads on planning, budgeting and monitoring spending and revenue for all WFUV special events, including the WFUV High Line Bash, Holiday Cheer for FUV, On the Record, and any additional events
- Overseer and evaluate WFUV’s Executive Assistant (office manager) and Traffic Director
- Work closely with GM and the University Controller’s office, and outside auditing firm to plan and conduct annual financial audit and other Corporation for Public Broadcasting reporting needs

Qualifications:
- Five years of experience in administering finances of organizations of $5 million or greater, performing accounting, budgeting, and management functions, as demonstrated by application materials
- Four years of management experience and/or project team leadership
- Bachelor’s or Master’s degree in accounting with courses in business, public administration, or a related field
- Knowledge of Generally Accepted Accounting Principles (GAAP) particularly for non-profit entities
- Knowledge of fund accounting, cost accounting, and other accounting principles
- Requires bookkeeping as well as financial statement preparation
- Previous experience working for a non-profit or in higher education
- Experience in the financial administration of grants
- Ability to analyze and interpret financial information
- Knowledge of University, State, and Federal accounting policies and procedures required; knowledge of FCC regulations helpful
- Knowledge of QuickBooks and/or similar general ledger systems required; proficiency with Microsoft Excel and other database applications, as demonstrated by application materials; proficiency in Microsoft PowerPoint presentations
- Excellent verbal and written communication skills, with the ability to collaborate with University departments
- Ability to work independently with minimal direct supervision

Salary: Commensurate with experience
Application deadline: October 5, 2018
Submit letter and resume (no calls) to: jobs@wfuv.org

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories