



## **Position Announcement #123012 – Chief Financial Officer and Treasurer**

### **Who We Are:**

The Corporation for Public Broadcasting (CPB) is a private, nonprofit corporation created to ensure universal access to non-commercial high-quality content and telecommunications services. We invest in programs and services that are educational, innovative, locally relevant, and reflect America's common values and cultural diversity. Through grants, we encourage the development of content that addresses the needs of unserved and underserved audiences.

CPB is currently seeking to hire a **Chief Financial Officer and Treasurer**. This position reports directly to the President and CEO.

The current incumbent in this position will be retiring in the first quarter of 2024 and CPB's goal is to have this position filled no-later-than January 2024 to allow for transition between the incumbent and the new hire.

### **Position Opportunity:**

Serves as Chief Financial Officer and Treasurer of the Corporation, responsible for all aspects of the financial affairs of CPB including financial management, budgeting, long-range planning and forecasting, financial analysis, and internal control systems.

Responsible for the effective and efficient operation of CPB's administrative units in support of CPB's system-wide mission related activities.

**Education:** CPA and/or MBA; degree in Finance, Accounting, Business Management, or related field.

### **Required Qualifications:**

- Five or more years CFO experience at a senior level or equivalent experience in corporate, Federal, or non-profit financial management.
- Fifteen or more years' experience managing resources and overseeing a broad range of administrative/resource areas of an organization.
- Solid knowledge and experience in corporate, Federal, or non-profit budgeting and accounting.
- Demonstrated relationship building skills.
- Strong interpersonal and supervisory skills. Ability to guide and develop staff. Ability to communicate clearly and effectively both verbally and in written form especially at the Board level and with groups.
- Demonstrated ability to contribute to the strategic thinking, planning, performance measurement and tracking processes of an organization or industry.
- Solid working knowledge of information technology and emerging trends with experience in utilizing such approaches to streamline and improve organizational operations.
- Some travel required.

### **Position Responsibilities:**

- Assumes overall responsibility for CPB finances, grants disbursement, and control of accounting operations in conformity with Generally Accepted Accounting Principles. Manages the receipt,

custody, investment, and disbursement of corporate funds. Prepares accurate and appropriate financial reports on CPB's operations to assist management with timely and effective decision making. Maintains appropriate financial records and internal controls.

- Exercises a stewardship role in ensuring necessary accountability and controls are in place to safeguard CPB resources and ensure that they are used in an effective, efficient, and economical manner.
- Oversees annual budgeting process, providing strategic guidance to tie resource allocation in the operating budget to CPB goals and strategies. Leads establishment of measures and tracking systems to assess accomplishments in terms of such corporate goals and strategies. Prepares the necessary materials for and participates in the Federal appropriations process. Serves as co-liaison with the Office of Management and Budget.
- Leads development of long-range financial strategy, focusing on a multi-year view of available resources and best uses of funds to achieve CPB's goals.
- Responsible for continual improvement of CPB financial policies, procedures and systems carried out by department staff. Provides consulting assistance with respect to ensuring that overall corporate policy ensures adequate safeguards over CPB resources.
- As Treasurer, signs checks, and approves electronic financial transactions on behalf of the Corporation including annual review of the Corporation's investment policy and performance.
- Assumes oversight of critical support units that support CPB's mission critical activities, including Budget and Finance, Human Resources, Information Technology, and Office Services. Ensures that the policies, practices, and technology provided by these units support the organization's objectives, and function in an effective and efficient manner. Also ensures that these units command recognition and respect and demonstrate excellent customer service and continual process improvement methods.
- Primary liaison for the Corporation's retirement and benefit programs including the Investment Policy Committee oversight for CPB's 403(b) tax deferred annuity and defined contribution plan.
- Participates and contributes to discussions on strategic planning for public broadcasting and the role CPB plays in this process.
- Primary liaison with CPB's Board's Audit and Finance Committee, CPB's Inspector General and CPB's external auditors.

**Location:**

CPB is conveniently located amidst multiple metro stops at 401 Ninth St. NW, Washington, DC. We are a largely local workforce and value employee flexibility, when possible. Currently, most positions are offsite or hybrid, depending on the role.

**For more information about CPB, our programs, and our mission, please visit our website at [www.cpb.org](http://www.cpb.org). All applicants must submit a cover letter and resume.**

***The Corporation for Public Broadcasting has a commitment to the principle of diversity, as it creates a healthier work environment. In that spirit, we welcome applications from all qualified individuals without regard to race, color, religion, gender, sex, age, national origin, veteran status, disability, sexual orientation, gender identity or expression, marital status, or any other characteristic protected by law.***