



Controller / Head of Finance

Part-time, hybrid remote, 20 hours per week; schedule to be determined.

\$65-\$80/hr

## **Background**

CreaTV San José is a nonprofit community media access center in downtown San José. Our mission is to inspire, educate and connect San José communities, using media to foster civic engagement. Serving the San José and Silicon Valley community since 2008, CreaTV is a nationally recognized Community Media Center focusing on access to media and technology, the art of storytelling and digital equity issues.

We are at a pivotal juncture in our organization's history as we lead the effort to create a collaborative space activated by the community and designed to reflect the diversity of San José. This new venture - Open San José - will feature 18,000 square feet of office space, gallery and public spaces, a large studio, and multi-purpose rooms that are fully equipped with technology and designed to be used for live and hybrid meetings, rehearsal space, podcast and media recording, trainings, and more. These flexible spaces will be available on a sliding scale for nonprofits, individuals, local government, businesses, and educational institutions. This model will also include partners who lease/license the space.

As an innovator in community media, we envision Open San José as a model that can be replicated in other communities. This is dependent on sustainable financial models, equitable resource sharing, and clear values and engagement strategies.

## **The Position**

We are seeking an experienced Controller/Head of Finance to oversee all aspects of our existing and expanding financial operations. Reporting directly to the CEO, this critical role will help guide the expansion of services, staff and infrastructure as we open the new facility (currently scheduled for Spring 2022) and monitor our business model.

## **Responsibilities**

- Prepare financial statements and maintain current account analyses and supporting documents, including cable TV (PEG) revenue schedules

- Review proposed and existing contracts and leases for implications and compliance with policies and regulations including but not limited to GAAP, taxes, insurance, human resources, and PEG regulations
- Review and record A/R and A/P invoices, and run A/P checks
- Reconcile bank, credit card and investment accounts
- Maintain fixed asset schedules
- Record journal entries for investment revenue, payroll, depreciation, etc.
- Prepare general ledger and supporting schedules for annual financial audit and periodic tax audits
- Prepare sales tax returns, and reconcile payroll tax returns
- Manage and comply with local, state, and federal government reporting requirements and tax filings
- Complete month-end and year-end closing
- Monitor SIMPLE IRA administration for compliance with IRS regulations
- Monitor Section 125 plan administration for compliance with IRS regulations
- Prepare annual insurable values schedules and review insurance coverages
- Analyze and update accounting procedures as needed
- Develop and document business processes to maintain and strengthen internal controls
- Monitor state and county websites for unclaimed funds

### **Skills and Abilities**

- Experience with financial modeling focused on growth scaling and forecasting
- Experience tracking grant funding and associated costs
- Strong analytical and critical thinking skills
- Excellent written and verbal communication skills
- Familiarity with leasing revenue models
- Experience overseeing financials of at least \$12M
- Ability to anticipate outcomes and provide guidance/counsel to organization leadership

### **Education and Experience**

Bachelor's Degree in accounting; CPA desired but not required

Thorough knowledge of accounting principles and procedures

Demonstrated responsibility for financial oversight of at least \$12M

Experience with financial modeling focused on growth and financial leadership during business

### **Why Work at CreaTV?**

When you join CreaTV San José, you will be welcomed by a team committed to collaboration, equity, diversity, innovation, and creativity. We believe in approaching our work with professionalism, providing impactful media and technology training for people of all ages and rewarding opportunities and experiences for our staff.

We know that all we accomplish is thanks to the amazing people who commit their time and energy to moving CreaTV forward, and supporting the well-being of our staff is a top priority. This part-time position offers a competitive salary based on experience and IRA matching contribution (up to 3%), as well as schedule flexibility and paid time off.

People of color, women, formerly incarcerated people, LGBTQ+ individuals, and community visionaries are strongly encouraged to apply.

Applications will be accepted on a rolling basis. To apply, please submit your resume and a cover letter explaining your interest in this role to [jobs@creatvsj.org](mailto:jobs@creatvsj.org) with the subject line: Controller. Applications without a cover letter will not be considered. Please, no phone calls or materials sent through the postal service.