

**Colorado Public Radio  
Job Description (March, 2021)**

**Position:** Controller  
**Reports To:** Chief Operating Officer  
**FLSA Status:** Exempt  
**Department:** Finance and Administration

**Summary:** The Controller will have overall responsibility for financial management, budget, compliance and reporting for CPR, KRCC, Denverite and all current and future related entities. This person is a member of the leadership team, supervises the accounting team and provides overall financial direction and analysis to serve the mission of CPR.

**Essential Duties and Responsibilities:**

- Oversee all accounting activities for the accurate and timely dissemination of financial information to the Board, budget managers and other constituencies as requested, including monthly financial statements and the annual audit.
- Develop, implement and maintain internal controls, procedures and systems to improve overall financial operations and accountability. Spearhead appropriate accounting changes and improvement to keep accounting practices in step with CPR growth and activities
- Develop, manage, mentor, and build a high-performing team that works with a collaborative mentality.
- Participate in the business planning process, working closely with department heads to develop budgets that support the annual work plan.
- Oversee cash, investments, and asset management, including leases and working with the CPR investment manager.
- Establish and maintain strong working relationships with management and staff identifying and developing solutions to a full-range of business issues.
- Work across the organization on payment processing systems, payroll systems, and other systems that process & maintain financial information.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations and ensure legal and regulatory compliance relative to financial functions.
- Participate in a wide variety of special projects and compile a variety of special reports, including grant reporting.
- Complete other job-related duties as may be assigned from time to time.

**Core Competencies:**

- **Change/Adaptability/Flexibility:** Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
- **Communication:** Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.

- **Results Focus/Initiative:** Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.
- **Collaboration:** Working collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

**Education and Experience Requirements:**

- Identification with the mission and purpose of Colorado Public Radio
- Bachelor's degree in Accounting or Finance; CPA license is preferred but not required.
- At least five years of experience as controller or equivalent, preferably in a nonprofit organization.
- Superior interpersonal and leadership skills.
- Excellent verbal, written, and listening skills.
- Ability to work with a variety of systems, Great Plains experience preferred.