



# Director II, Fiscal Management, Vegas PBS

## Position Details

Reference Code: A835

Division: Vegas PBS

Classification: Professional-Technical

Terms of Employment: Step 43 of the Unified Administrative Salary Schedule,  
12 Months

FLSA STATUS: EXEMPT

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## Position Summary

The position functions as the responsible administrator for overseeing and supervising all financial duties related to Vegas Public Broadcasting Services (PBS) and Southern Nevada Public Television (SNPT) including cash management, accounting systems, general ledger, station budget development, grant management and Corporation for Public Broadcasting compliance. This position assists in setting procedures and policies, overseeing the draft and release of accurate financial reports pertaining to Vegas PBS, and maintaining proper communication with state, federal, Clark County School District, and local government and agencies. This position directs activities related to the development of the Vegas PBS budget, working with the department directors within Vegas PBS. This position is also responsible for working with and coordinating information with other accounting areas within the District including budget, accounting, accounts payable (a/p), federal programs, Risk Management Department, Purchasing, Warehousing, Mail Services, and Graphic Arts (PWMG) and the Office of the General Counsel. This position is directly responsible to the President & General Manager, Vegas PBS.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manage the coordination between Vegas PBS' utilization of financial applications between the Budget, Technology and Information Systems Services (TISS), and Accounting Departments, including system enhancements and new programs or processes.
2. Plan, develop, and manage daily operations of general ledger accounting and a/p for charitable contributions. Direct the disbursement of funds in accordance with availability as well as applicable laws, rules, Clark County School District Board of Trustees' actions, accounting requirements, District objectives, and Corporation for Public Broadcasting (CPB) requirements.
3. Maintain accounting records in accordance with accounting guidelines such as the Financial Accounting Standards Board (FASB), Governmental Accounting Standards Board (GASB) pronouncements, and for presentation according to the differing accounting rules for governmental and nonprofit reporting.
4. Direct the preparation of the annual financial statements in compliance with CPB reporting requirements and in conformity with the Generally Accepted Accounting Principles (GAAP).
5. Direct, prepare, and submit the Station Activities Benchmarking Survey (SABS) report, prepared per the standards of the CPB.
6. Direct activities related to Nevada Revised Statutes (NRS) compliance including financial reports for funding received from the Nevada Department of Education (NDE), the Nevada Department of Taxation, and the Legislative Counsel Bureau.
7. Oversee the establishment of accounts, entering of transactions, and preparation of reports according to the requirements of funding sources including, but not limited to: CPB, United States Departments of Education (DoEd), Commerce, Justice, Housing and Urban Development, Labor, Health, and Human Services, private corporations and foundations, individual donors, the State of Nevada, District, etc.
8. Oversee and verify projections for Vegas PBS monthly revenues, expenditures, and changes in ending fund balance for the station's general operating budget.
9. Provide financial information, as requested or needed, to the media, the public, other governmental agencies, and for negotiations of performance incentives with various employees represented under the District's Collective Bargaining Agreements (CBA). Maintain online access and public file access to these reports as required by the Federal Communications Commission (FCC) and the CPB.

10. Facilitate the coordination of various audits with independent auditors as required by the CPB, including the station's annual financial audit, and state and federal audits. Serve as lead contact for audits to ensure conformity with the auditors.
11. Oversee the preparation and management of various federal and state tax mandated reports including, but not limited to: payroll tax filing, vehicle reporting, charitable exemptions, raffle filings, liquor and food service licenses, Internal Revenue Service (IRS) Wage and Tax Statement (W-2) and Form 990, Return of Organization Exempt From Income Tax filings to maintain station and SNPT compliance.
12. Oversee planning and supervision of programs related to the fixed asset inventory system including categorizing and inventorying assets and calculating depreciation for Vegas PBS.
13. Oversee supervision of the station's usage of the District's purchasing card system including administering payment, enforcing District regulations on purchases, and reconciliation with general ledger.
14. Oversee accounting of Educational Media, Workforce Training, and Vegas PBS department budgets including verification of proper account coding for expenditure accounts and preparation of journal vouchers to maintain and correct the general ledger.
15. Review and ensure proper accounting and reconciliations of cash, a/p, payroll expenses, and budgeted appropriations within the accounting system and the general ledger for Vegas PBS.
16. Oversee cash management functions including bank reconciliations, endowment investment activities and cash flow projections for the station; and compile, prepare and review all information to ensure accuracy.
17. Prepare monthly fiscal operation reports and statistics, as needed, by the President & General Manager of Vegas PBS and the Executive Director of SNPT.
18. Supervise and evaluate the performance of assigned staff in the administrative department of the station.
19. Train staff members with available resources, including maintenance of a current technical reference library.
20. Oversee the station implementation of new GASB proposed financial reporting requirements in conformance with the GASB Financial Reporting Model each fiscal year.
21. Approve and review all station revenue refunds of member donations.
22. Review and implement station accounting policies and procedures in order to satisfy GAAP, and local, state, and federal requirements.

23. Administer and coordinate development of the station departmental budgets and corresponding preparation requirements to maintain conformity with District budget preparation processes in order to maintain adequate station staffing levels.
  24. Provide budget instruction and guidance to station department directors and assists with the development, implementation, monitoring, and evaluation of station operating budget goals.
  25. Develop and maintain flexible budget reporting to track and monitor project-based funding received by the station. Assist the President of Vegas PBS with developing and maintaining a business model that produces financial sustainability of the station and aligning with the PBS mission and standards.
  26. Direct and oversees the financial policies and procedures for the Station's 501(C)3 non-profit entity; SNPT, maintaining compliance with all applicable state and federal financial reporting requirements.
  27. Serve as liaison to all local, District, state, and federal entities in all matters pertaining to financial management.
  28. Collaborate with the SNPT Finance Committee and the SNPT Planned Giving Council to develop the strategic plan for investing endowment and restricted giving gifts to the station.
  29. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Must embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
2. Understanding of GASB.
3. Understanding of GAAP.
4. Understanding of CPB Financial Reporting Requirements.
5. Knowledge and understanding of budget, accounting, and Human Capital Management (HCM) software and how it affects budgeting, staffing, and business processes.
6. Knowledge of spreadsheets and databases.
7. Knowledge of state legislative processes and impacts on the Station.
8. Strong knowledge of Microsoft Excel and its capabilities.
9. Ability to read, analyze complex legislative bills, documents, and Federal compliance regulations.
10. Ability to organize and prepare financial data in a format easily understandable to other employees.

11. Ability to function in a fast-paced environment and easily adapt to changing situations.
  12. Ability to plan and develop financial procedures and processes to comply with accounting rules and regulations.
  13. Ability to prioritize multiple projects and meet deadlines.
  14. Ability to coordinate with other professionals in preparing financial reports and reviewing audit documents.
  15. Ability to maintain confidential financial information and understand laws and regulations protecting such data.
  16. Ability to plan, direct, and coordinate meetings.
  17. Ability to research and interpret legal laws and regulations and apply them to station activities.
  18. Ability to supervise and direct other employees.
  19. Ability to communicate effectively both verbally and in written form with colleagues, other departments, community representatives and business professionals.
  20. Ability to make projections and interpretations from decision making.
  21. Possess excellent verbal, written and computer skills.
  22. Possess strong leadership skills and abilities to collaborate with other directors/managers.
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## **Position Requirements**

### **Education and Training**

An earned master's degree in business management, accounting, finance, or a related field from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

None specified.

### **Experience**

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of five (5) years of professional accounting or other financial management experience to include three (3) years' experience in a supervisory position.

## **Preferred Qualifications**

1. Certified Public Accountant (CPA).
2. Knowledge of computer accounting systems.
3. Experience working in the PBS.
4. Familiarity with television production and production accounting.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 03/10/22
- Created: 12/12/08