

## **KHCB 105.7 FM Christian Radio**

### **Director of Finance and Administrative Operations**

Sorrell is pleased to partner with KHCB 105.7 FM Christian Radio in its search for a Director of Finance and Administrative Operations. KHCB, a well-established Christian radio network headquartered in Houston, Texas, currently has radio broadcast reach across several southern states, with over 60 local or affiliate stations. Its live stream digital offerings are available to listeners across the globe.

A distinction of KHCB from other Christian broadcasters is its extensive teaching ministry, with well-known Christian programmers that include Tony Evans, Charles Stanley, Chuck Swindoll, and David Jeremiah, among many others. KHCB also offers music and children's programming. It also has robust Spanish-language radio programming through Radio Amistad, which includes signals or affiliates across Texas, Louisiana, Arkansas, Florida, South Carolina and Georgia. Additionally, KHCB currently offers Chinese Radio, with program offerings in Mandarin and Cantonese. All KHCB's radio broadcasts run 24 hours a day, 7 days a week, and it is currently in the process of expanding its reach through various digital platforms.

In the last several years KHCB leadership has set a vision, hired strong team members, secured sustainable funding, attracted exceptional board leadership, and led with a pivotal voice in the Christian broadcast community. The Director of Finance and Administrative Operations will be an integral new member of KHCB's long-standing leadership team.

KHCB's Mission Statement:

To present to general audiences through electronic media, on a non-commercial primarily listener sponsored basis, biblical truth with an emphasis on the person and work of the Lord Jesus Christ.

Please see [www.khcb.org](http://www.khcb.org) for more information.

#### **Summary of the Position**

Reporting to and partnering with the President and General Manager, the Director of Finance and Administrative Operations will be responsible for developing, managing and overseeing the organization's financial operations, planning, budgeting, banking, accounting, controller, audit and reporting functions to support annual and strategic goals, in conjunction with the finance committee and Board of Trustees. Additional reporting areas may include giving amounts, listener data (whether via Nielson's Radio listening data or digital media volumes via Google Analytics, etc.). S/he also may be asked to assist in survey construction and digital reporting. As an integral member of the Executive Team, the Financial and Administrative Lead will provide financial guidance, leadership and actionable recommendations to the President and General Manager, and other senior leaders.

#### **The Ideal Candidate**

KHCB is seeking a gifted leader, not merely an effective financial manager. S/he will need to have proven capabilities in the areas of fiscal strategy, asset management, financial management, investment management, banking, accounting, external relations, culture and change management leadership. The ideal candidate will be an experienced and entrepreneurial leader who is able to be a primary finance/operations partner to the President and General Manager, provide financial leadership for an institution that aims to thrive within a challenging environment and be accountable for these functions. The Financial and Administrative Lead ideally will have experience in financial and capital planning and reporting, banking, 501C-3 requirements and s/he will need to have the talent to integrate vision, strategy, and execution to move the organization forward. The ideal candidate will be willing to take appropriate risks and to seize opportunities while safeguarding KHCB's assets. Further, the ideal candidate will be a positive, energetic, hands-on leader with a deep passion for KHCB's mission and adopt its Statement of Faith, included below.

## **Essential Duties and Responsibilities**

The KHCB Director of Finance and Administrative Operations will perform the following essential job functions:

- Assure protection for KHCB's assets through internal controls, reporting, compliance, administration and systems.
- Keep the President and General Manager informed of all financial matters and provide advice on financial investments as well as opportunities or risks.
- Compile a financial reporting package for monthly finance committee and board meetings and any ad hoc reports as required.
- Work with outside accounting firm on the annual Form 990.
- Attend staff, Board of Trustees and other required meetings and participate by assisting in the ongoing strategic planning.

## **Internal Reporting & Controls**

- Implement and maintain internal control accounting processes and procedures.
- Process financial data into usable information and reports.
- Ensure that all financial records are kept according to Generally Accepted Accounting Principles (GAAP), utilize financial data as an aid to management, and assure compliance with federal and state regulations especially as it pertains to 501C-3 organizations.
- Oversee budgets (annual income and expense, capital expenditures, five-year projections, etc.).
- Oversee procurement of capital.
- Be responsible for the efficient, accurate and consistent production of monthly financial statements and other monthly financial reports across the organization.
- Manage cash flow planning process and coordinate cash activity with the President and General Manager.
- Maintain accurate records and have them readily accessible to President and General Manager and Board.
- Ensure timely cash deposits, reconciliation of cash, operating cash flow and payment of payables to general ledger and budgets.
- Oversee approval of payables, wire transfers and ACH processes within prescribed limits.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, credits and collections, etc.
- Maintain company banking and lender relationships.
- Review operating budgets and financial statements and analyze monthly investment financial variances and prepare management discussion and analysis reports for the President and General Manager and Board.
- Ensure monthly bank reconciliations are performed in a timely manner.

## **Compliance**

- Work with outside accounting firm to ensure proper preparation of all regulatory reports required to be filed with the federal, state, and local governments, including payment and filing of federal and payroll tax returns.
- Work with FCC deadlines and requirements.

## **Strategy, Planning and Management**

- Assess and evaluate KHCB's financial performance with regard to long-term operational goals, budgets and forecasts, including 5-year plan and CapEx expenditures.
- Provide insight and recommendations that create operating flexibility in support of short-term and long-term strategic goals.

- Create and establish yearly financial objectives and KPIs that align with and maximize KHCB's plan for growth.
- Develop and maintain annual and monthly operating budgets.
- Monitor markets, trends, and anticipate risk and opportunities.
- Instill a financial perspective to decision-making for accelerating improvements and achieving reliability in processes, products, and services.

### **Board Support, Reporting and Implementation**

- Offers proactive communication and relates well to Board Members; serves the Board by supporting and reporting on Board initiatives and creatively proposing new ones.
- Informs Board of staff objectives, achievements, needs and plans; supplements Board priorities with internal and external measurement and documentation; utilizes best practices and best-in-class performance metrics.
- Collaborates with Board and staff to measure the implementation of Board decisions. If necessary, leads in the formulation and integration of plans to achieve such decisions. Works with Board and CEO on how plans are implemented and delegated as initiatives; measures results and provides comprehensive reporting.
- Provides Board with solid information and recommendations to enhance Board's governance and decision making; translates data and processes into relevant Management information.
- Is accessible; prioritizes time and energy to come alongside Board and its initiatives when needed.
- Criticizes constructively; recognizes deficiencies and inconsistencies with Board governance and brings to Board's attention.
- Effectively utilizes talents of Board Members; supports implementation of Board Committees; provides for Ministry transparency.
- Accepts criticism gracefully and productively; sees change as an opportunity to grow and improve both personally and ministerially vs. a threat.
- Specific Details:
  - Prioritize Board agenda items and presentations with Chair and Ministry CEO
  - Come alongside Board and Staff leadership in measuring and assisting CEO in implementing Board directives and feedback
  - Identify and understand Board's perspective for managing change
  - Distribute relevant material prior to board meetings
  - Focus on Board Perspective not micromanagement or micro-reporting
  - Contribute to Board Goals (Goals as of March 2020):
    1. Equipment and Facilities
    2. Spanish Expansion in Houston
    3. Marketing and Media
    4. Succession Planning
    5. Investment for Operations
    6. Staffing
    7. Gifting to other ministries
    8. Technological changes-other media
    9. New Acquisitions/Expansions
    10. Culture of Innovation-Best Practices
  - Utilizes technology: Embraces change
    - Prepare & Present PowerPoint presentations for initiatives.
    - Managerial accounting (Excel and accounting software), donation software and measurement of reports.
    - Understands KHCB's vision for Non-Radio Media and growth of both traditional and digital

media.

### **Administrative**

- Review and oversee process of the semi-monthly preparation of payroll and related nonprofit benefit plans.
- Assist President and General Manager with data collection and necessary analysis for annual benefit renewals, reconciliations and expense reimbursement.
- Oversee preparation of general ledger and other financial records. Create processes to streamline and ensure consistency, accuracy and timeliness of all financial reporting.
- Oversee and manage external services vendors' performance and manage any contract renewals/adjustments.
- Evaluate, identify, acquire and implement systems and software to provide timely and critical financial and operational information.
- Implement policies, procedures and processes as deemed appropriate to automate processes and increase working efficiencies.

### **Other Duties**

- Act as a liaison with the Board of Trustees, the Finance Committee, the Investment Committee, Audit vendor, and other financial institutions.
- Understand and introduce Evangelical Council for Financial Accountability (ECFA) guidelines.
- Support the Board of Trustees and President and General Manager by providing appropriate reporting and analysis as required or requested.

### **Preferred Skills and Technical Abilities**

- Bachelor's degree and active CPA license preferred; MBA a plus.
- Minimum 10 years of professional experience; time spent in nonprofit organizations and radio or media experience are all pluses.
- Experience as part of a senior leadership team.
- Experience working in a small team environment.
- Ability to work both as an individual contributor and as a manager of accounting professionals.
- Comprehensive knowledge of GAAP (Generally Accepted Accounting Principles)/FASB (Financial Accounting Standards Board).
- Strong communication (written and verbal), interpersonal, advanced analytical and organizational skills a must; ability to effectively communicate with all stakeholders -- Board and executive management team, staff, partners, donors and program participants.
- Prior experience in nonprofit accounting strongly preferred.
- Credit card processing experience a plus.
- Public entity exposure/experience a plus.
- Strong track record of hands-on experience in developing and managing financial & accounting function, and experience with financial analysis and modeling a plus.
- Expertise implementing and strengthening internal control systems that drive growth.
- Systems savvy and a desire to improve and automate the accounting and finance function.
- Maintains current industry, accounting and finance best practices.
- A high level of proficiency with accounting software and MS Office.
- Adaptability and experience with technology transformation/implementation.
- Experience in budgeting, cash flow analyses, and project auditing.
- Decisive, results-driven leader who thrives on early problem identification and achieves solutions in timely and supportive scenarios.
- Highly skilled in qualitative, financial, and operational metrics analyses and modeling.

- Proven ability to identify and minimize financial risks.
- Demonstrated ability to be resourceful and adjust quickly, based on changing circumstances; proven track record of shifting priorities with creativity, innovation, and value creation.
- Excellent analytical, reasoning and problem-solving skills.
- Forward thinking, anticipating what comes next, broadly and in specific areas such as technology.
- Spanish language capability a plus.

### **Personal Attributes**

- Biblical belief, understanding and Bible training is a must. A deep biblically-based Christian faith and Christian World View is necessary, as more specifically described in the Statement of Faith included below.
- A deep and knowledgeable personal Christian Faith that is both fact and faith based adhering to the key tenants of the bible and Christianity.
- Possesses the zeal to work for a nonprofit ministry and alignment with the specific mission, vision and Faith Statement of KHCB.
- Approaches the work with the mindset of a Servant Leader and commitment to be inspirational and motivational.
- Strives for the highest quality and standard.
- Demonstrated leadership ability.
- Understands and is highly responsive to the unique needs of individuals and teams.
- Hands-on, take-charge, decisive, results driven.
- Gives high attention to details and timely execution.
- Possesses strong ethics and encourages diversity of thought and tolerance.

### **KHCB's Statement of Faith**

- I believe the Bible to be the Mind of Christ, and to be the inspired, the only infallible and the authoritative Word of God.
- I believe in one God manifested in three personalities and eternally existent as the Father (the Planner), the Son (the Executor) and the Holy Spirit (the Revealer).
- I believe in the personality of Satan, and his present control over unregenerate man.
- I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- I believe in the fall of man and his lost estate, which makes necessary a rebirth through belief in the Lord Jesus Christ.
- I believe in the reconciliation of man to God by the substitutionary death and shed blood of our Lord Jesus Christ.
- I believe in the resurrection of believers unto everlasting life and blessing in Heaven, and the resurrection of unbelievers unto everlasting punishment in the torments of Hell.
- I believe in the present ministry of the Holy Spirit, by who's indwelling the Christian is enabled to live a godly life.
- I believe that the church is the indivisible Body of Christ bound together by the Holy Spirit, consisting only of those who are born again in Christ and for whom He shall come again.
- I believe in Christ's great commission to the church to go into all the world and preach the Gospel to every person, baptizing and teaching those who believe.
- I believe in Biblical marriage that is a covenant between a man and a woman, as the sole relationship in which sexual relations are appropriate.
- I believe in the sanctity of life, that man is made in God's image, from conception to death that all human life is sacred.
- I believe that God created man in his own image, male and female, and that man cannot change such

designation.

### **Compensation**

Compensation is competitive and commensurate with experience. Attractive benefits package.

### **Application and Referral Process**

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Laura Sorrell at [laura@sorrellco.com](mailto:laura@sorrellco.com) / 713.854.5351 or Priscilla Plumb at [priscilla@sorrellco.com](mailto:priscilla@sorrellco.com) / 281-224-0881. All inquiries will be held in confidence.

### **About Sorrell**

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.