



816 Pacific Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Personnel Committee Meeting
August 25, 2014**

A G E N D A

4:00 P.M.

Offices of the Corporation

1. Roll Call

Kathy Bisbee (Chair), Keith Gudger, Nathan Benjamin, Caryn Machado, Mathilde Rand
[quorum is three]

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

3. Consideration of Late Additions to the Agenda; additions and deletions to Agenda.

REGULAR AGENDA

- 4. Discussion and action regarding the proposed Bookkeeper position ***
- 5. Discussion regarding Nick Brandt contract.**
- 6. Adjournment.**

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

*** Material Included in Board Packet**

DRAFT 08-18-14

Bookkeeper

15-20 hours per week.
For current salary range see pay schedule.

Under the supervision of the Executive Director, coordinates the day-to-day financial/accounting/bookkeeping activities. (In the event the Executive Director is absent or that position is vacant the Station Manager will exercise supervision of the Bookkeeper.) This position is FLSA non-exempt and is eligible for overtime compensation.

TYPICAL DUTIES *(may include, but are not limited to, the following):*

- Coordinates day-to-day financial and accounting activities, including accounts payable and receivable, payroll, bank deposits, petty cash, monthly financial reports.
- With oversight from Executive Director, implements and monitors annual budget and conducts budget research and analysis. Generates monthly budget reports with detailed explanation of current financial status.
- Assists Executive Director and other CTV staff, with approval of the Executive Director, in staying current with local, state, and federal business and labor laws, and helps facilitate compliance.
- Coordinates meetings and information for auditor and audit committee.

Working Knowledge of:

- Financial statements and principles of accounting.
- QuickBooks Accounting Software
- Non-profit Budgeting and Accounting procedures
- Filing and record keeping systems.
- Non-profit audit processes.

Demonstrated Ability to:

- Reconcile bank statements, make adjusting journal entries, and other monthly, quarterly and yearly bookkeeping tasks involving payroll, accounts payable, and accounts receivable
- Effectively organize assigned tasks and work within deadlines.
- Make routine mathematical computations accurately.
- Manage payroll and health care benefits.
- Work with and prepare documentation for auditors

Education and Experience:

Any combination of education and experience that provides the skill, knowledge, and abilities. A typical way to obtain these requirements would be:

Degree in Accounting or a related field, or
Three years of bookkeeping experience in a small business.

DESIRABLE QUALIFICATIONS

- Knowledge of the Santa Cruz County community