



Vice President/Chief Financial Officer

Embarcadero Media, an innovative and successful Palo Alto-based media company, is seeking a demonstrated leader with business and financial experience and a passion for local journalism, digital media and today's complex media landscape to help lead our organization.

The Vice President/CFO is a key part of our senior management team, which is focused on continuing to build a successful portfolio of products to serve the news, information and advertising needs of local residents and businesses in this unique region.

We are seeking an individual who will strengthen our team's knowledge in the digital media field while maintaining strong oversight of our day-to-day financial operations.

Reporting directly to the CEO, this is a hands on position responsible for the day-to-day operations of our small business department, including preparing monthly closes and financial statements and supervising accounts receivable, accounts payable, payroll, facilities and circulation. Reflecting the size of our company and the small management team, this position requires a person who is versatile and enjoys operating in an informal environment.

We are looking for an individual who is committed to the Palo Alto-area and whose intention is to serve in the position for many years and take on an increasing leadership role.

The successful candidate will be excellent at planning, prioritizing, organizing and follow-through. He or she will be a team player who values and models working collaboratively but is not afraid to make or recommend difficult decisions or raise opposing points of view. A high energy, up-beat leader who welcomes divergent opinions, this person will have patience, be a good listener and have a good sense of humor.

Responsibilities

- Responsible for all financial, human resource and circulation systems, policies and procedures.
- Prepares monthly budget and financial statements, reviews revenue, accounts receivable, accounts payable and payroll data, and conducts cost analyses.
- Protects the integrity and reputation of the company by ensuring legal and regulatory compliance in all aspects of operations.
- Serves as management liaison to the EM Financial Review Committee, a committee of the Board of Directors.
- Collaborates as an active participant in formulating and implementing the company's long term strategy, which is heavily focused on digital media innovation and products.
- Provides regular reports and analysis for board and management on historical trends, financial projections, operating metrics, opportunities for expansion, and other data as necessary for effective operations and planning.
- Works with the CEO and the board to provide organizational leadership and to develop and implement the strategic vision of the company.
- Oversees development of effective internal controls and ensures regular review and updates of accounting policies and procedures.
- Ensures budgets and financial results are regularly monitored and communicated to CEO, management and the board of directors.

- Oversees the annual financial review and tax return preparation process by outside accounting firm.
- Oversees the company's relationships with major vendors, including the printer, Postal Service and distribution contractor.
- Provides guidance and support to other members of the management team and to staff.
- With other members of the management team, promotes a work culture that emphasizes teamwork, organizational excellence, respect and commitment in every aspect of the operation of the company.
- As a member of the management team, actively participate in the development and implementation of the company's annual goals and priorities

Desired Qualifications

- Master's degree in business administration, accounting or financial management.
- Minimum five years senior-level corporate or nonprofit financial management experience, preferably with an organization of fewer than 100 employees and less than \$15 million in revenue.
- A background in journalism, media or in using the Internet and digital media to foster stronger communities, engage readers and serve the marketing needs of local businesses.
- Excellent written and oral communication and interpersonal skills.
- Attention to detail, accuracy and ability to meet deadlines.
- Ability to work in a highly collaborative team environment.
- Excellent computer skills: Excel, Word and accounting and database programs.

About Embarcadero Media

Embarcadero Media is a closely-held California corporation formed in 1979 by founder and CEO Bill Johnson, a Stanford University graduate and Palo Alto native. The company publishes four weekly newspapers (Palo Alto Weekly, Mountain View Voice, The Almanac in Menlo Park and the Pleasanton Weekly) and operates websites and various digital products serving the same communities. The company has a solid history of profitability and innovation. It is the recipient of many awards for its journalism and was the first in the nation (in 1994) to publish the contents of a newspaper on the World Wide Web. It has a strong reputation among California newspaper companies for its digital media innovations and journalistic excellence, and within the communities it serves as a thought leader and watchdog on local government.

The company's Palo Alto headquarters, which it built in 2009, was Palo Alto's first LEED Gold building for its environmental and aesthetic qualities and energy efficiencies. The company employs about 60 people and has sales of approximately \$8 million.

Hiring Process

Our current CFO is retiring and is flexible about the timing of his departure. We anticipate an extended overlap period of several months, during which his time will gradually reduce. It is expected that he will continue to serve on the company's board of directors and serve as a consultant and advisor.

To begin the application process, submit a resume and a cover letter addressing why you are an excellent fit for this position to CEO Bill Johnson at bjohnson@embarcaderomediagroup.com

Position is open until filled.