



7403 N. Kelley Ave., Oklahoma City, OK 73111

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## **JOB OPENING NOTIFICATION**

Position: VICE PRESIDENT, FINANCE & ADMINISTRATION  
Issued: October 30, 2025  
Close: Until Filled

The Oklahoma Educational Television Authority (OETA) announces the opening of the full-time position titled **VICE PRESIDENT OF FINANCE & ADMINISTRATION** located in **Oklahoma City**. The most qualified candidates will be contacted for an interview.

Reporting to the Executive Director/CEO, the Vice President of Finance & Administration is a key member of the executive team responsible for the combined financial, operational, and strategic direction of both the public broadcast state agency and its affiliated 509(a)(3) fundraising nonprofit. This position provides expert leadership in finance, human resources, compliance, and legislative advocacy.

## **RESPONSIBILITIES**

### **I. Financial Management & Oversight**

- Provide executive leadership, expertise, and support in all aspects of budgeting, administration, and accounting processes across the state agency and the affiliated nonprofit.
- Manage comprehensive in-house financial records, including general ledgers, accounts receivables/payables, and fixed asset management.

### **II. Compliance & External Reporting**

- Manage all aspects of financial reporting, including the preparation for and liaison with external auditors for both organizations.
- Prepare and file all mandated external reports.
- Produce required financial and personnel reports for board review at both entities.
- Manage compliance reporting, including Workers Compensation and EEOC reporting with the Federal Communications Commission.

### **III. Operations & Human Resources**

- Oversee human resources functions, including hiring, termination, and retirement procedures.
- Coordinate the Performance Management Process.
- Negotiate and review all contracts for the organization.

### **IV. Budgeting & Other**

- Develop agency budget requests, budget work programs and department budgets.
- Develop revenue and expenditure reports.
- Other duties may be assigned.

### **QUALIFICATIONS**

- Bachelor's degree in finance, Accounting, or a closely related field is required. CPA certification or an MBA or master's degree in accounting is highly preferred.
- Minimum 7 years of progressive experience in finance and operations, with at least 3 years in an executive leadership role (e.g., CFO, VP of Finance).
- Knowledge of state budget processes and financial reporting systems is preferred.
- Experience using an Enterprise Resource Planning (ERP) system such as Microsoft Dynamics GP, Tyler Enterprise, OpenGov, or NetSuite and/or accounting software such as QuickBooks is preferred.
- Exceptional executive-level written, oral, and presentation skills for communicating complex financial data to the Board, legislators, and staff.

### **COMPENSATION**

Salary ranges from \$70,000 to \$100,000. A generous benefit package including health, leave, retirement plus much more is included.

**HOW TO APPLY:** Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501. Applications online at [www.oeta.tv](http://www.oeta.tv) or in person at 7403 N Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER