

ACCOUNTING SPECIALIST

June 12, 2023

Service Broadcasting is looking for an analytical Accounting Specialist to assist our with accounts receivable department. In this role, the candidate will be required to review account information, correct discrepancies, and ensure that accounts are properly billed and that payments are collected and then posted, working closely with the Accounting Director on special projects, data entry and GL reconciliations.

To succeed as an Accounting Specialist, you should have excellent communication and record-keeping skills. You should be detail-oriented, organized, and self-motivated with strong math and computer skills.

Responsibilities:

- Processing, verifying, and posting cash receipts daily.
- Providing invoices upon request
- Researching and resolving account discrepancies.
- Processing and recording transactions.
- Maintaining records regarding payments and account statuses.
- Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up-to-date.
- Working with the Sales department to review accounts, client payments and credit history.
- Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork.
- Generating reports and statements for internal use.
- Working with Accounting Director on special projects and other data entry.
- Must be familiar with GL accounting

Accounts Receivable Requirements:

- At least 5 years' experience in a similar role.
 - Knowledge of Great Plains and Marketron Traffic System
 - Strong math, typing, and computer skill.
 - Excellent communication, research, problem-solving, and time management skills.
 - High level of accuracy, efficiency, and accountability
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- Please forward you resume to debbie.henry@k104fm.com.
 - Service Broadcasting is an Equal Opportunity Employer – EEO