

WKNO | Public Media

December 19, 2024

WKNO Public Media invites applications for the full-time position of **Finance Coordinator**.

SALARY: Open, commensurate with experience, skills, and education

SUPERVISION: TV Master Control Supervisor and/or Director of Technology

POSITION AVAILABLE: January 1, 2025

EXPECTED WORK HOURS: Monday through Friday, 40 hours per week

RESPONSIBILITIES:

The job profile is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.

- Handle checks, AP invoices and accounting entries for a non-profit organization.
- Prepare payroll for roughly 40 employees twice a month.
- Work with software including QuickBooks, Paylocity and Bill.com
- Log into our operating bank accounts and make transfers and ACH payments.
- Help with the membership department during on-air pledge drives.
- Assist senior management with administrative needs of the organization.

EXPERIENCE AND TRAINING REQUIRED:

- Associate's degree in accounting and/or Finance.
- Two years of experience in a business office setting with non-profit experience preferred.
- Experience with financial and payroll computer databases required.
- Excellent verbal and written communication skills along with strong financial skills.
- Requires individual who is highly organized, detail oriented and able to work under pressure with little or no supervision to meet deadlines.
- Must be proficient with Microsoft Windows and Microsoft Office

TO APPLY:

Email resume to accounting@wkno.org, or mail to WKNO TV/FM, 7151 Cherry Farms Rd., Cordova, TN 38016. No phone calls please.

APPLICATION DEADLINE:

December 31, 2024 - WKNO reserves the right to reject any and/or all applications for this position.

WKNO is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.