

POINT BROADCASTING LLC

Gold Coast Broadcasting • High Desert Broadcasting • LC Media • Point4Digital • Point Five • Point Ten Broadcasting • Rincon Broadcasting • Riverdale Broadcasting • RZ Media

Employment Opportunity

Job Title: **Accounts Payable/Receivables Clerk**

Radio Station or Department: Accounting – Gold Coast Broadcasting LLC - Ventura

Days & Hours: Monday – Friday, 8:00 AM – 5:00 PM

Range of Compensation: \$25.00 - \$33.00 depending on experience.

MARCH 08, 2018 – EXTENDING JOB POSTING

Ends 03/31/2023 or until the position is filled.

Point Broadcasting LLC is searching for an individual with exceptional attendance, accuracy and efficiency with data entry and office admin skills. The AP/AR employee is a key role that maintains financial records and assists with general day to day task within the financial department.

The primary role of this position is responsible for computing, classifying, and recording expenditures and revenue data to keep the company's financial records complete.

Knowledge, Skill and Experience: High School Diploma and 2 years of accounting work experience. Microsoft Office, QuickBooks software, Marketron Traffic Software.

Essential functions:

- Ensure that all payments are made in accordance with company policy.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Operate 10 key calculators and copy machines to perform calculations and produce documents.
- Comply with federal, state and company policies, procedures and regulations
- Code documents according to company policies.
- Respond to vendors/clients regarding invoices.
- Reconcile or note and report discrepancies found in records.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Match order forms with invoices, and record the necessary information.
- Perform general office duties such as filing answering telephones and handling routine correspondence.
- Calculate prepare and issue bills invoices and account statements and other financial stations accordingly to establish protocols.

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- Calculate and prepare checks for utilities tasks and other payments.
- Compare computer printout to manually maintained journals to determine if they match.
- Reconcile records of bank transactions.
- Transfer details from separate journals to general ledgers or data processing sheets.
- Prepare purchase order and expense reports.
- Additional duties assigned.

If working in a fun, fast-paced environment sounds appealing; this position could be for you!

Employee Benefits: Paid Vacation & Holidays, Medical, Dental and Life Insurance, Supplemental Insurance – AFLAC and 401K Plan.

Name / Title of Contact: Direct all correspondence to, ATTN: Marissa Garcia, H.R. Director

Email: marissa.garcia@pointbroadcastingllc.com

Fax: 805.477.0242

Mail: 2284 S. Victoria Avenue, Suite 2G Ventura, CA 93003

**Interested applicants should submit a cover letter
and resume including salary requirement**

Visit all of our radio station websites through: www.pointbroadcastingllc.com!