



Job Announcement

Accounts Receivable Accountant I

Georgia Public Broadcasting (GPB) Finance Department is hiring an Accounts Receivable Accountant. The AR Accountant I will assist in receiving, maintaining, and tracking various revenue contracts and transactions for underwriting, tenants, towers, productions, and other departments for revenue purposes. This position will report to the Revenue Manager. GPB is a statewide dual licensee comprised of 9 PBS television stations and 20 NPR radio stations that broadcast across the state of Georgia.

Candidate Responsibilities:

- Receives, maintains, and tracks by spreadsheet various revenue contracts for Underwriting, Tenants, Towers, Productions, and other Departments to enable Receivable Invoicing.
- Prepares and processes bank deposits, credit card transactions and accounts receivable invoicing for the Commission 977 and Foundation 979.
- Enters routine financial transactions into the State of Georgia TeamWorks accounting system and reconciles entry daily.
- Receives, controls, prepares, processes and records cash, checks and credit cards for bank credits under dual control(s) and with prior approval follows instructions for all bank activities.
- Manages collections process for revenue and creates aging reports.
- Prepares monthly and Year End reconciliations.
- Balances priorities according to deadlines, need or related considerations.
- Maintains and secures accounting files, notebooks, documents, workstation and prepares files for retention and opens and distributes the mail and faxes and performs other clerical duties as assigned.
- Develops, writes, and updates our financial practices to our Revenue Accounting Procedures Manual and reviews with manager throughout the year.
- Responds to questions and requests for information from customers, auditors, employees, and others.
- Performs additional or related duties as assigned or required.

Candidate Qualifications:

- Bachelor's degree in accounting or finance from an accredited college or university AND a minimum of two years of professional accounting job-related experience with strong bookkeeping capabilities.
- An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed will be considered.
- State of Georgia TeamWorks accounting system experience with a preference for experience in the revenue module.
- Proficient in Excel and Word.
- Strong oral and written communication skills.

We Offer: Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and child care spending accounts; Disability insurance; and opportunities for training and professional development.

To Apply: Upload resume, cover letter, list of three references and applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center with a complete application, resume AND cover letter WILL BE ACCEPTED.

Deadline to Apply: Open Until Filled

Georgia Public Broadcasting is an Equal Opportunity Employer.

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