

KBBI Business Manager Job Description

General

The Business Manager administers and executes the accounting process for KBBI and KDLL, oversees MASST Program receptionists, administrative assistants and front desk volunteers. The Business Manager assists the General Manager with administrative duties, performs reception duties when needed, maintains office records, and provides financial data to the Board of Directors. The Business Manager works closely with the Development Director, assisting with reconciliation of membership and underwriting data, proofreading and processing of mailings.

Accounting Specific

1. Prepare and Administer Accounts Receivables for KBBI
2. Prepare and Administer Accounts Payable for KBBI and KDLL
3. Administer the General Ledger for KBBI and KDLL
4. Administer the payroll process for KBBI and KDLL
5. Prepare KBBI and KDLL records for the annual audits and 990 Tax return, performed as required by an independent accounting firm
6. Prepare the financial reports for State Grants for KBBI and KDLL
7. Prepare annual CPB Federal Grant Report for KBBI
8. Provide Budget and Financial Report assistance to the General Manager, the Board of Directors and the Development Director

Office Management Specific

1. Manage filing system
2. Administer and oversee Community Calendar management
3. Oversee front desk activity, including training and oversight of MAAST program receptionists
4. Manage Supply stocks
5. Perform other duties as assigned.

Supervision	The Business Manager is supervised by the KBBI General Manager
Classification	Permanent Three Quarter Time Position, Non-Exempt
Salary	DOE

Requirements

1. Extensive bookkeeping experience
2. Proficiency in QuickBooks accounting principles and procedures
3. Minimum of 5 years experiences administering comprehensive Accounts Payables, Accounts Receivables, General Ledger management and Payroll
4. Understanding of Financial Grant reporting
5. Proficiency with MS Office and Outlook e-mail
6. Excellent organization, language, communication and people skills

To apply: Send cover letter, resume, and references to: Terry Rensel, KBBI General Manager, at terry@kbbi.org, or mail your documents to 3913 Kachemak Way, Homer, AK 99603.

This position is open until filled. Application materials will be reviewed as they arrive. KBBI-AM/Kachemak Bay Broadcasting is an equal opportunity employer