

# Equity Communications LP

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## Equity Communications LP Controller / Business Manager Job Description



### Organization:

Equity Communications LP was formed 22 years ago in 1996....



Since the Company's humble origins with just one radio station, 6 employees & a modest 2.7% share of the market, Equity has grown to be New Jersey's largest & most successful independent media group with nine radio stations, 40% of the radio market & a thriving digital advertising business, all of it staffed by a talented family of 28 broadcast professionals.....



24 different local radio companies have come & gone from the South Jersey airwaves during Equity's tenure at the top of the local radio market. Even in the face of challenges presented by the recent recession, casino gaming contraction & the rise of digital competition, Equity has remained a strong debt-free company & has never been financially compromised.....



Since the Company operates exclusively in the Atlantic City – Cape May NJ market it's important for Equity to remain closely involved with our local audiences & clients & entrenched in the local community.....



For these reasons Equity has always maintained our own dedicated Business Office headed by our own Controller. Equity's current Controller / Business Manager will soon be retiring after 20 years with the Company.....



### Position:

The Controller / Business Manager reports to the President CEO & is responsible for P&L & balance sheet preparation, related financial reporting & accounting, A/R, A/P, general ledger, fixed assets, cash management, payroll, personnel, benefits, audit preparation & other related activities....

The Controller will have responsibility over the Company's books & records & all systems & procedures to support efficient reporting, flawless audits, & smooth day-to-day functioning of a \$7 million revenue & budget operation. Controller will also interface with & maintain effective working relationships with Equity department heads & sales representatives....

Arbitron - rated #1 in Southern New Jersey!

**Education:**

Accounting Bookkeeping or Finance degree or business equivalent along with strong working knowledge of GAAP & general ledger accounting....

**Qualifications:**

This is an excellent long-term opportunity for a mature hands-on Business Manager with 3-5 years of financial experience, ideally in either accounting or audit followed by day-to-day experience in an existing Business Office....

A demonstrated history of preparing financial statements is required, along with a strong working knowledge of accounting theory & practice & proficiency in MS Word, Excel, ADP, Marketron, Mas 90 & other reporting software...

Successful candidate should be disciplined, well-organized, detail-oriented & self-motivated. 3-5 years of Media business office preferred but not required. This is a fantastic opportunity for a professional Controller / Business Manager well versed in accounting principles who thrives in a busy work environment....

**Responsibilities:**

Timely & accurate preparation of P&Ls, balance sheets & month-end closing packages. Review & analyze monthly financial closes with President/CEO along with regular evaluation & monitoring of expense controls & financial procedures....

Preparation of payroll, commissions & other financial reporting as required. Management of G/L, A/R, A/P, advertiser remittances via cash check & credit card, credit & collections, billing, payroll, employee benefits, HR & personnel....

Posting of day-to-day financial transactions, adjusting entries & performance of all daily, weekly & monthly accounting tasks including but not limited to journal entries, commissions, payroll, cash receipts & cash management, checking daily bank deposits & monthly bank reconciliations, keying all entries into Mas-90 accounting system & Marketron billing software...

Proper recording of fixed assets, capital expenditures & depreciation. Assist in budget & external audit preparation along with trouble-shooting & analysis of key indicators. Maintenance of personnel files & purchasing records along with selected clerical & administrative functions....

Performance of other duties & functions necessary or incidental to the proper performance of this position....

Please respond in confidence to Gary Fisher President/CEO Equity Communications [gfisher@equitycommunications.net](mailto:gfisher@equitycommunications.net). Equity Communications LP is an Equal Opportunity Employer. Females & Minorities encouraged to apply.

