

CLASSICAL

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# KING FM 98.1

## Position Posting

Title: Accounting Manager  
Department: Administration

### Organization Description

Classical KING FM 98.1 has provided classical music on the FM dial since 1948, becoming one of America's most highly regarded classical music stations with a listener base of 250,000 and an additional 90,000 listeners on the Internet. It is also a leader in programming, arts education, and the use of communications technology to increase the distribution and knowledge of classical music. On May 2, KING FM transitioned from a commercial radio station to one that is a listener-supported 501(c)(3) not-for-profit.

### General Job Description

We are looking for an Accounting Manager who is a self-starter, detail-oriented individual with the ability to work independently, and is well-organized, with excellent problem solving skills to provide financial and administrative support for the organization.

### Specific Responsibilities

- Accounts Payable
- Monthly account reconciliation including bank statements and credit cards
- Bi-weekly payroll preparation
- Administrator for BoardMax; attend and write board meeting minutes quarterly
- Post jobs in compliance with EEO
- Create and prepare financial reports using Quickbooks 2016
- Manage receptionist / admin assistant as needed
- Assist Director of Finance & Administration and General Manager with any special projects and reporting
- Other administrative tasks as required

### Job Qualifications

- 2 years of experience working in a financial environment a must
- Experience with a non-profit 501(c)(3) a plus
- Experience working with a listener-supported radio station a plus
- Proficient in Office, particularly Excel required
- BA or BS degree required, with emphasis on finance a plus
- Experience with ADP a plus

**Regular full time position:** 40 hours per week

### Send resume and cover letter to:

[sabinak@king.org](mailto:sabinak@king.org), or  
Human Resources, Classic Radio Inc, 10 Harrison St, Ste 100, Seattle WA 98109

Date Posted: August 24, 2016  
Closing Date: September 1, 2016

**Classical KING FM 98.1 is an equal opportunity employer / EOE**