

---

# KING FM 98.1

www.king.org

**Title:** Office Manager  
**Department:** Administration  
**Reports to:** Chief Operating Officer

## Background

Classical KING FM 98.1 is the public classical station serving Seattle and the Puget Sound Region. Seattle is undergoing tremendous growth thanks to its long history as a hub of innovation. Amazon, Microsoft, Costco and Starbucks (among others) are headquartered here and Facebook, Google, Salesforce and Apple have a major presence in the area. Classical KING FM will leverage the tremendous resources in the region to chart a new course for the station and classical radio. We invite you to be part of our team and live in one of the most beautiful areas of the country. KING FM has a new strategic framework that calls for diversification of the audience, staff, and board. Our goal is for the demographics of the station to mirror the demographics of the community.

## Position Description

Maintain office efficiency. Oversee the positing and maintenance of general ledgers accounts, payroll transactions, accounts payable and general ledger adjustments. Provide financial analysis statements including monthly balance sheets, income statements, cash flow statements, and actual to budget and last year variance analysis. Assist in the development and implementation of the policies and procedures relating to financial management and budget and accounting. Manage daily activities of the accounting department. Collect and provide information for annual audit inquiries and give assistance to auditors. Manage office equipment and office supplies as needed. Additional duties include IT support to maintain and monitor computer systems and networks for our business with the guidance of our IT consultants. Coordinate with our IT consultants to solve technical issues and collaborate with team members across all departments to assist with their technical issues.

## Responsibilities:

- Oversee and support all administrative duties in the office and ensure that the office is operating smoothly
- Manage office supplies and equipment inventory and place orders as necessary
- Assists the COO in meeting a variety of ongoing and emergent priorities (e.g., budget development and administration, grant administration, fund-raising activities, etc.) Gather pertinent data to facilitate financial efforts. Authorize expenditures within established limits. Track and monitor fiscal activity and analyze variances. Produce interim financial reports. Prepares and maintain internal accounting records, as necessary.
- Assist in developing office polices and procedures, and ensure they are implemented appropriately
- Assist with office layout planning and office moves, and with a managing and maintaining IT infrastructure
- Establish and maintain systems for administration of records for the assigned area, including electronic files and databases. Designs filing systems and ensures tthey are maintained and up to date. Ensure effective transfer of files and records. Transfer and dispose of records according to retention schedules and policies
- Establish accounts for new users and assist with password or login problems
- Support our IT consultants with the implementation of new solutions or applications
- Support our IT consultants with installing and configuring software and computer systems
- Troubleshoot and resolve issues with software or hardware with the guidance of our IT consultants
- Liaise with office IT consultants to walk colleagues or clients through steps to help them resolve their technical problems
- Post jobs in compliance with EEO
- Biweekly payroll preparation, including responsibility for 401K payments and monitor/tracking vacation spreadsheet
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports

## Requirements:

- Bachelor's degree in business administration or combined experience/education as substitute for minimum education
- 2-5 years of work experience in administrative/office management plus finance role
- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office, QuickBooks online/desktop

**Other details**

- Hourly range \$27.50-\$33.06 depending on qualifications and experience with IT Desktop support
- We offer compensation and benefits including, medical, vision and dental coverage, Life and LTD, paid vacation, personal and sick time and 401K.
- Position open until fulfilled

Classical KING FM is working actively to diversify its programming, its staff, and its board. Our commitment is real, and we understand that it will take a sustained effort over time. We welcome all candidates with a commitment to these goals. Our statement describing our commitment to diversity, access, equity, and inclusion can be found here:

<https://www.king.org/about/>

**To Apply:**

**Send resume and cover letter to:**

Human Resources, Classical 98.1, 363 Mercer Street, Ste 200, Seattle WA 98109 or email [hr@king.org](mailto:hr@king.org)

**Last updated 11.16.2021**