

**Native Broadcast Enterprise
An Enterprise of the Navajo Nation
JOB ANNOUNCEMENT**

TITLE: *Part-Time Bookkeeper*
SALARY: *TBD - Experience*
LOCATION: *St. Michaels, Arizona*
OPENING DATE: *December 23, 2021*
CLOSING DATE: *January 21, 2022*

Position Summary:

Native Broadcast Enterprise in St. Michaels, Arizona is looking for a Part-Time Bookkeeper who is highly motivated, who is multi-taskful, and customer service orientated. Under direct supervision of the General Manager, individual manages the daily activities of accounting including data entry, financial deposits, accounts payable and receivables. Performs clerical duties as needed. This is a part-time position within the Administration Department of Native Broadcast Enterprise. Performs duties in a manner that is professional and represents the radio station with the utmost of reliance and integrity. Maintains confidentiality of all privileged information. Performs other duties as assigned.

Job Requirements:

The successful candidate must be an excellent communicator, customer service orientated, bilingual. Positive results-oriented attitude and must be team player. Experienced with Microsoft Office (Word, Excel, and PowerPoint) and Quickbooks.

TO APPLY: The following must be completed/submitted to be considered for employment:

- NBE Employment Application
- Resume'
- Copy of Certificates/Diploma

Submit in a sealed envelope to Native Broadcast Enterprise General Manager, PO Box 2569 Window Rock, Arizona 86515. The completed NBE Employment Application, Resume', and Copy of Certificate/Diploma must be received by NBE on or before 3:00 P.M., Friday, December 3, 2021. Or email to job@ktnnonline.com

www.ktnnonline.com
capitalcountryfm.com
(928)871-3553

Native Broadcast Enterprise KTNN, KWRK, KCAZ, & KKNS Radio complies with the requirements of the Navajo Preference in Employment Act ("NPEA"), reserves the right to determine whether an applicant possesses "necessary qualifications" under the NPEA and is committed to employing diverse staff.