



**Davis Broadcasting Inc.**  
**Job Opening for Business Manager (Accounting)**  
**(Full-Time Position)**

Posting Dates: September 1, 2022 – October 30, 2022

**Davis Broadcasting Inc.** is a locally, minority, and family-owned business committed to serving the community while providing broadcast excellence for over 36 years. Our mission is to provide impactful, informative, trusted, and entertaining programming to the local Tri-city community. We work to provide targeted audiences for our advertisers through the utilization of the 6 radio properties of Davis Broadcasting of Columbus and all digital assets and to intentionally and consistently provide services, events and programming that strengthen the civic and cultural life of our local and regional communities.

Davis Broadcasting Inc. is seeking a Business Manager (Accounting) to work directly with DBI Owned and operated radio stations (Atlanta and Columbus, GA) with the following key responsibilities.

**Key Responsibilities:**

- **Accounts Receivable:** Manage entire process, including review of invoices for accuracy, prepare management reports and make A/R calls.
- **Accounts Payable:** Receive and process all invoices and check request, input all transactions in the A/P System, print reports as directed, prepare and mail checks. Also maintain vendor files
- **Payroll:** Prepare commission reports, input data for processing with ADP, distribute checks and maintain a personnel file for all employees.
- **Human Resources:** Process new employee paperwork, complete drug screening, insurance applications forms and 401 (k) deposit requirements.
- **Other Responsibilities:** Daily cash management, petty cash, trade accounts, office supplies and Business Office orientations.

**Qualifications:**

- A minimum of 2 years of college, including a minimum of 12 credit hours of accounting
- A degree in Business Management is preferred
- 3-5 years of relevant experience
- Experience in the broadcast industry is preferred but not mandatory

What we offer:

- Medical, Life, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

Salary is based on education and experience.

To apply, please send your resume and additional contact information to [newhire@dbicolumbus.com](mailto:newhire@dbicolumbus.com)

Davis Broadcasting of Columbus is an Equal Opportunity Employer.

**EOE**