

WTCI, The Greater Chattanooga Public Television Corporation, is currently seeking to fill the position of

Accounting Assistant

(Part-Time)

Please submit your resume and cover letter to:

WTCI

Administration

7540 Bonnyshire Drive

Chattanooga, TN 37416

jobs@wtciTV.org

At WTCI PBS, we believe that every family in the Tennessee Valley deserves great media, so for the past 55 years, we've strived to provide people of every age and interest with a classroom, a passport, and a stage for the arts and entertainment. And now you have an opportunity to join our team!

Summary: Under the general direction of the Director of Business and Finance, the Business Office Assistant supports the organization's daily operations. This role requires strong accounting knowledge and hands-on experience in accounts payable, accounts receivable, reconciliations, billing, support for the month-end close, and other accounting duties. The position also provides clerical and administrative support, including limited HR and payroll coordination.

Duties and Responsibilities:

Duties include, but are not limited to:

- Daily accounting functions in support of business office operations.
- Manage accounts receivable, including billing, collections, and applying daily cash receipts.
- Accounts payable processing, vendor setup, invoice coding, and payment preparation.
- Complete monthly bank and credit card reconciliations.
- Maintain accurate vendor records, including requests for and tracking of W-9 Forms.
- Assist the Director of Business and Finance with the month-end closing process.
- Support semi-monthly payroll processing with Smith + Howard and ADP.
- Maintain organized financial and administrative records, including filing invoices and preparing documents for storage.
- Related clerical tasks and office operations.
- HR support as needed.
- Other duties as assigned.

Qualifications and Experience:

- **Required:** Solid understanding of accounting fundamentals (debits/credits, reconciliations, AP/AR, billing).
- **Required:** Prior experience working in an accounting, bookkeeping, or business office role.
- Strong computer skills and proficiency with QuickBooks.
- Strong analytical, organizational, and problem-solving skills.
- Ability to work independently while being an enthusiastic team player.
- Excellent written and verbal communication skills.
- Strong judgment, ethics, integrity, and accountability.
- Ability to maintain confidentiality regarding personnel and financial information.
- HR and payroll support experience preferred but not required.

This is a part-time, hourly position with a pay rate of \$25 an hour with a work schedule of 20 -25 hours per week.

All interested candidates must submit a resume and a cover letter for consideration.

WTCI is an Equal Employment Opportunity Employer