

WTCI-PBS

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

Business Office Assistant

(Part-Time)

Please submit resume and cover letter to:

WTCI-PBS

Human Resources

7540 Bonnyshire Drive

Chattanooga, TN 37416

jobs@wtciTV.org

At WTCI PBS, we believe that every family in the Tennessee Valley deserves great media. For the past 50 years, we have strived to provide people of every age and interest with a classroom, a passport, and a stage for the arts. And now you have an opportunity to join our team!

Summary: Under the general direction of the Senior Director of Business and Finance, the Business Office Assistant provides support for the daily operations of the business office which includes assisting with accounts payable, accounts receivable and monthly billing. This position will serve as the primary point of contact with our third-party payroll and human resources service provider.

Duties and Responsibilities:

Duties include but are not limited to:

- Assist the Senior Director of Business and Finance with the daily operations of the business office.
- Acts as station Human Resource primary contact and coordinator with third-party Human Resource provider.
- Coordinates semi-monthly payroll with a third party service provider.
- Assist with accounts receivable collections.
- Apply daily accounts receivable cash receipts.
- Assist with accounts payable processing as requested.
- Assists with monthly P Card reconciliations.
- Request and maintain vendor Forms W-9.
- Assist Senior Director of Business and Finance with the month-end closing process as requested.

- Performs related clerical duties including filing paid invoices, setting up vendor/customer files, and preparing boxes for storage.
- Participates in WTCI station wide activities and works in conjunction with all other departments to advance WTCI's Strategic Directives.
- Other related duties as assigned.

Qualifications and experience:

- Human Resource and payroll experience required
- General business office experience preferred.
- Strong computer skills and knowledge of Microsoft Office Suite.
- Ability to take direction as well as be an enthusiastic team player.
- Self-starter with strong analytical and problem-solving skills.
- Ability to manage multiple projects at once and meet deadlines as required.
- Excellent communication skills, both written and verbal.
- Strong judgment, sense of ethics, integrity and accountability.
- Ability to maintain confidentiality concerning personnel, personal & financial files.

This position is a part-time hourly position with a rate of \$24 an hour 20-25 hours per week.

All interested candidates must submit a resume and cover letter for consideration including salary range requirements.

WTCI is an Equal Employment Opportunity Employer