Accounting Specialist AR

Vermont Public is seeking an accounting specialist responsible for underwriting invoicing and digital billing, underwriting deposits and accounts payable. Read the full job description at VermontPublic.org/careers.

Duties & Responsibilities
Accounting specialists are responsible for processing underwriting invoicing, debits and transfers as approved by Corporate Support and maintaining accurate records in underwriting/traffic software. In addition, candidate will support accounts payable and provide customer support for billing and statement inquiries as needed. This position will serve as backup for membership, accounts receivable and miscellaneous deposits and assist with annual audits as needed. This is not a supervisory position.

FAQ:
Who Should Apply?
This position requires at least an Associate degree or the combination of equivalent education and work experience, Bachelor’s degree or equivalent preferred. Candidate must be well organized, detail-oriented and possess a high degree of proficiency with Excel. Candidates will be expected to have a high level of commitment and dedication to the mission of the organization and public media. Must be able to cultivate and develop inclusive and equitable working relationships with co-workers and audience, supporting and enhancing a culture of belonging as well as preserving confidentiality appropriately.

How to Apply?
Applicants must fill out the Vermont Public Job Application form and send it with a cover letter and resume by email to careers@vermontpublic.org by or before July 8th, 2022. Only email applications will be accepted.

Details:
Desired position start date by August 15th, 2022. Compensation range for Accounting Specialist starts at $23/hour or $47,840/year. We offer 5+ weeks of paid time off, paid FMLA, life insurance, 401K, health, dental, and vision plans.
About Us

Vermont Public is Vermont’s unified public media organization, serving the community with trusted journalism, quality entertainment, and diverse educational programming. Formerly Vermont Public Radio and Vermont PBS, Vermont Public also provides local access to national programming from NPR and PBS. Its statewide radio and TV networks reach all of Vermont, as well as parts of New Hampshire, New York, Massachusetts and Quebec, Canada. More information about programs, stations, services, and ways to support is available at vermontpublic.org.

Vermont Public is a proud equal opportunity employer.

We work diligently to recruit a broad pool of candidates and to hire and promote qualified individuals whose personal experiences, characteristics, and talents reasonably reflect the diversity of the communities served by Vermont Public. Our equal employment opportunities apply to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We encourage applications from women, minority groups, veterans, and people with disabilities.

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