

Public Media Company

Job Title: Accounting Coordinator (Part-time to Full-time, 30-40 hours per week with potential for growth)

Reports to: Director, Accounting

Salary Range: \$20 per hour

Location: Boulder, CO (Hybrid – a portion of hours will be completed in Boulder office)

About Public Media Company:

Founded in 2001, Public Media Company (PMC) is a unique non-profit advisory consulting firm working with public media organizations (those that provide NPR, PBS, and/or local news, music programming, and podcasts) ranging from start-ups to the largest multi-channel station owners in the country. PMC provides an array of services such as business planning, merger and acquisition consulting, virtual accounting, broadcast valuations, and financial advisory. PMC is headquartered in Boulder CO with employees in multiple locations.

At Public Media Company we value a diverse and inclusive culture. We are committed to diversity in all areas of our work and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We strongly encourage applications from members of underrepresented groups.

Primary duties:

The Accounting Coordinator position will provide accounting support for Public Media Company (PMC) and other PMC clients through Virtual Accounting Services. This position will engage with members of the Virtual Accounting team and may engage directly with clients. In addition, this role will provide Operational support for PMC.

Specific duties:

- Accounting for PMC and its Virtual Accounting clients which may include creating customer invoices, monthly statements, bill and payroll processing, check depositing
- Bank Statement and Credit Card reconciliations
- Accruals and other related journal entries associated with the month-end close
- Completing monthly reconciliation for balance sheet accounts
- Coordinate Salesforce updates and entering of new client information and invoicing, and donor information
- Travel arrangements/planning for staff meetings and conferences
- Assist with board meeting material and travel arrangements
- Assist in acknowledgment and year-end letters
- Other duties as assigned

Technical Requirements:

- Microsoft Office products – Office 365, Excel, Word, Outlook
- QuickBooks Online
- Salesforce
- Stripe, Square and other on-line payment processing systems

Work Experience:

- Customer Service experience

- Non-profit experience
- Professional office experience

Educational Requirements:

- Pursuing Associate or Bachelor's Degree – Accounting (or similar) or equivalent work experience

Personal Attributes:

- Excellent communication skills and customer interaction
- Self-starter with proven ability to multi-task and meet deadlines
- Proactive
- Attention to detail
- Strong problem-solving skills
- Trustworthy and discreet
- Bilingual, Spanish and English a plus