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## **Job Description: Staff Accountant**

### **About Public Media Company:**

Founded in 2001, Public Media Company (PMC) is a mission-driven nonprofit organization. We believe local nonprofit media plays a vital role in community life, as a trusted source of news, education, music, and public discourse for people of all ages and backgrounds. We want every community across the country to be enriched by local media, and we strive to be both a catalyst and facilitator of this vision. Our team of dedicated professional consultants has deep expertise in media, nonprofit business, finance, strategy, and leadership. We provide expert guidance, business resources, and connections to help local media organizations serve the needs of their communities, regardless of their size, location, or wealth. 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 PMC 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.

### **Overview:**

The Staff Accountant represents a key role in the Virtual Accounting practice of Public Media Company (PMC). The position has primary responsibility for supporting the day-to-day accounting function for the clients PMC serves, including full-cycle accounting and financial statements preparation. The duties and deliverables vary depending upon the mix of services PMC provides to each client, the specific needs of their governance, and the in-house staffing resources present at each. This position reports to the Controller and interfaces with client contacts and PMC team members.

### **Duties may include:**

- Creating, reviewing, and recording customer invoices, monthly statements, bill and payroll processing, check/ACH processing, bank account and credit card reconciliations
- Accruals and other related journal entries associated with the month-end close
- Maintenance of fixed asset schedules and monitoring of capital expenditures activity
- Preparation of schedules for supporting financial statements
- Assisting with compiling monthly financials and forecasts
- Creation and tracking of annual budgets
- Charitable registration and compliance reporting
- Participation in year-end audit, CPB AFR/FSRs and 990 filings
- Generating annual 1099 forms and 1096 report

**Work Experience:**

- Minimum two years of directly applicable experience
- Full-cycle accounting – A/R, A/P, balance sheet reconciliations, reports compilation
- Remote collaboration and cloud-based teamwork experience

**Educational Requirements:**

- Bachelor's Degree – Accounting or Finance

**Technical Requirements:**

- Strong proficiency in MS Office Suite and 365, demonstrated experience in Excel
- Familiarity with QuickBooks Online or similar cloud accounting system

**Preferred Qualifications:**

- Public broadcasting and/or community media (e.g., radio, digital, TV) experience
- One or more years of public accounting experience
- Past interaction with nonprofits and an understanding of mission-based organizations

**Personal Attributes:**

- Strong attention to detail
- Well-developed skills in communication and customer interaction
- Self-starter with proven ability to multi-task and meet deadlines
- Proactive and plans ahead with excellent problem-solving skills
- Trustworthy and discreet
- Ability to work independently and to collaborate with team members
- Alignment with PMC's mission and values <https://publicmedia.co/about-us/>

**Pay and Benefits:**

- Salary Ranges: \$50,000 to \$56,000, depending on experience and qualifications
- In addition to your salary our full benefits package includes health, dental/vision reimbursement, life and disability coverage, 403(b) contributions, vacation, sick, and holiday time off, and a stipend for phone, internet, and home office reimbursement
- Public Media Company is headquartered in Boulder, CO with employees in multiple locations
- This is a remote position with the option for hybrid if located near Boulder
- Applicants from CO, CA, AZ, IL, MI, ME, SC and WY are preferred