



Position Title: **Accounting Specialist**

Reports to: **Accounting Director**

Mission Statement

Relevant Radio® - Bringing Christ to the world through the media.

Guiding Principles

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

Function Summary: The Accounts Payable Specialist will be responsible for verifying and reconciling invoices, processing payments, resolving discrepancies, and maintaining vendor relationships. Assist the Accounting and Finance department with ensuring accurate and timely account processing.

Responsibilities:

- Maintain Account Payables for the organization. Includes obtaining applicable and appropriate documentation for new vendors, coordinating departmental approval, processing bills for payment, application of credits and refunds, timely payment of invoices.
- Assist with Annual Audit and Budget. Prepare 1099 tax forms.
- Process daily deposits in Raiser's Edge, as directed.
- Maintain and coordinate office equipment systems, including maintenance, contracts and support (i.e. postage software, copy machine support, cell phone contracts and services)
- Manage utilities for all Relevant Radio lease agreements.
- Prepare all state filings, business, charitable and property, in conjunction with Accounting Director.
- Assist with account reconciliations to support Accounting Director with monthly reporting.
- Support pledge drive activities: answer pledge calls, assist with transaction processing, reporting, generate letters and acknowledgements as requested.
- Assist the Database Administrator with database maintenance as assigned or directed.
- Support the department with integrating continuous improvement process.
- Prepare reports on accounts payable activities as needed.
- Stay up to date on industry best practices and changes in accounting regulations related to accounts payable.
- Solid understanding of the Relevant Radio mission, programming content and target audience.
- Understand Relevant Radio policies and procedures and integrate them into accounting and finance operations.
- Perform other duties as assigned.

Experience and Skill Requirements:

- Strong interior faith life and respect for the Relevant Radio mission.
- Associate Degree required. BA or BS Degree in Accounting preferred.
- 3 years accounts payable/receivable experience. Solid understanding of accounting principles.
- Strong interpersonal, communication and customer service skills.
- Exceptional attention to detail.
- Strong planning, organizational and critical thinking skills.
- Working knowledge of Microsoft Office Products, MS Excel, accounting and database software programs.
- Ability to work independently as well as a part of a team.
- Valid driver's license required. Ability and willingness to occasional travel.