



Accountant

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 Accountant is responsible for maintaining accurate financial records, preparing timely financial reports, and ensuring compliance with applicable laws and regulations. This role involves managing general ledger entries, processing accounts payable transactions and invoicing. The role supports the annual audit and budgeting process and manages various accounting and financial functions for Relevant Radio.

Responsibilities:

- Maintain and reconcile general ledger accounts to ensure completeness and accuracy.
- Prepare journal entries in accordance with US GAAP accounting standards.
- Oversee and review accounts payable transactions, including invoice verification, coding, approvals, and payment. Process Sponsorship invoices.
- Review company information related to leases and independent contractors.
- Assist with monthly reconciliation of the revenue and expense cycle accounts.
- Prepare quarterly and annual filings, compile and process 1099 tax filings.
- Support the preparation of budgets and monitor variances as needed.
- Assist with year-end audit activities, providing documentation and responding to auditor inquiries.
- Understand the audit process as it relates to the revenue and expense cycle and maintain all processes and procedures during the year in accordance with those standards.
- Ensure compliance with internal controls, and all relevant legal and regulatory requirements.
- Research various accounting standard topics and propose and implement process improvements to enhance efficiency within the accounting function.
- Solid understanding of the Relevant Radio mission, programming content and listening audience.
- Understand Relevant Radio policies and procedures and integrate them into accounting and finance operations.
- Perform other duties as needed.

Experience and Skill Requirements:

- Strong interior faith life and respect for the Relevant Radio mission.
- Bachelor's degree in Accounting or Finance required.
- CPA or ability to obtain your CPA is important.
- Knowledge of computerized accounting systems, including accounting software, payroll software, and all Microsoft products, with exceptional Excel experience.
- Ability to multi-task and remain organized. Excellent follow-through on tasks assigned.
- Strong verbal and written communications skills are a necessity.
- Ability to handle confidential matters with utmost discretion.



Preferred experience:

- Audit fieldwork with a public accounting firm.
- 3-5 years of experience in an accounting position.
- Experience with federal, state and local tax reporting requirements for non-profits.
- Experience with cost allocation for an organization with multiple programs.
- Budgetary and financial statement experience.

Position Information:

- Position reports to the Accounting Director.
- In-Office, Monday through Friday, Lincolnshire, IL.
- \$75,000 - \$105,000 salary equivalent, commensurate experience.