



Accounting Associate

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

Position Summary

The Accounting Associate position is responsible for supporting the day-to-day financial operations of the organization, including accounts payable processing, tax reporting, reconciliations, and audit preparation. This role ensures the accuracy, timeliness, and integrity of financial data while contributing to continuous process improvements within the Accounting and Finance department.

Key Responsibilities:

- Review and process accounts payable transactions, including invoice verification, coding, approvals, and timely payment.
- Process Sponsorship invoices accurately and in accordance with established procedures.
- Prepare and file required tax reports, including annual 1099 forms.
- Maintain and support the administration of Relevant Radio lease agreements.
- Assist with account reconciliations and provide support for monthly financial reporting.
- Contribute to the development and preparation of the annual budget.
- Support year-end audit activities by preparing documentation and responding to auditor inquiries.
- Process deposits in Raiser's Edge as directed.
- Provide operational support during pledge drives, including answering pledge calls.
- Identify and support continuous improvement initiatives within accounting processes.
- Maintain a working knowledge of Relevant Radio's mission, programming, and audience.
- Ensure compliance with organizational policies and procedures in all accounting activities.
- Perform additional duties as assigned.

Qualifications and Skills

- Demonstrated alignment with and respect for the Relevant Radio mission.
- Associate degree in Accounting or a related field, or equivalent combination of education and experience.
- Strong attention to detail and commitment to accuracy.
- Excellent organizational, planning, and critical thinking skills.
- Proficiency in Microsoft Office, particularly Excel, and familiarity with accounting and database systems.
- Ability to work both independently and collaboratively in a team environment.
- Ability to lift 20 pounds.
- Valid driver's license required or reliable transportation for in-office work environment.



Position Information:

- Pay range is between \$26.00 - \$36.00 per hour, depending on experience.
- Reports to the Accounting Director.
- Position is in Lincolnshire, IL. In-office, Monday through Friday.
- Valid driver's license is required, and reliable transportation is needed.
- Full time benefit eligibility.
- View our website for a list of benefits offered: <https://relevantradio.com/about/careers/>