

Financial Services Coordinator Position

WBCL Radio Network is seeking applications for the position of Financial Services Coordinator. This is a full-time, hourly position. Primary benefits include medical and dental insurance and paid time off.

JOB QUALIFICATIONS:

The Ideal candidate must have high attention to detail and accuracy, knowledge of accounting procedures, the ability to multi-task, excellent customer service skills, proficiency in Microsoft Office products, and experience with database system entry and maintenance.

JOB RESPONSIBILITIES:

DONOR SERVICES

- Receipt donor gifts and prepare for deposit
- Process all on-line gifts, including EFT and credit card payments
- Create and send donor thank you letters/gift receipts
- Answer listener inquiries regarding pledges/gifts
- Maintain donor database and on-line accounts, including adding activities to accounts to enhance donor profiles
- Send monthly pledge reminders to donors

FINANCES

- Process Accounts Payable. This includes assigning proper account numbers to invoices, creating new vendor accounts, entering invoices in accounts payable system, processing credit card statements, and maintaining vendor files
- Perform Petty Cash distribution and reporting
- Process concert income and balance related expenses
- Prepare event cash and balance related expenses
- Maintain Church Text Alerts file, including invoicing churches and receipting payments
- Create and process all "cash" journal entries
- Bill syndicated and tower renter accounts and process payments

MISCELLANEOUS

- Participate, as assigned, in events and concerts

APPLICATION:

Please submit your resumé via email to employment@wbcl.org