



If you are experienced in Accounts Receivable and are hoping to step up to a rewarding position in a fun and exciting industry, Hubbard Radio in Alexandria has a great opportunity! We are seeking an Accounts Receivable Specialist to support our Alexandria radio stations. This position is responsible for all monthly Accounts Receivable activity as well as additional business office related tasks.

Duties:

1. Perform monthly billing functions in accordance with month-end schedule. Related responsibilities include: processing adjustments, generating invoices, fulfilling special handling requirements, invoice/statement distribution, month-end close/balancing, reporting, co-op forms/affidavits, etc. Accuracy in billing is critical in this position.
2. Process monthly commission statements for all Account Managers.
3. Generate station revenue pacing reports for management.
4. Handle trade requests; related distribution, record keeping and preparation of agreements.
5. Fulfill Auction purchase requests as needed and properly safeguard inventory of all certificates.
6. Field customer and Account Manager inquiries.
7. Provide Collections support to Account Managers and General Manager as needed.
8. Perform HR related duties including new employee onboarding, etc.
9. Works cooperatively and collaboratively with co-workers, customers, vendors, and the general public.
10. Reports to work on time and works established schedule/hours. Ability to work other hours or alternate schedules as needed by the General Manager.
11. Other duties and special projects as assigned.

Qualifications:

- Excellent understanding of Accounts Receivable and Revenue Accounting Theory.
- Outstanding analytical and communication skills required.
- Excellent Microsoft Office skills, particularly Excel.
- Demonstrated ability to take initiative to improve process/systems, complete projects and meet multiple monthly deadlines.
- Multi-tasking ability along with strong organizational skills.
- Require minimum of 2-5 years directly related Accounts Receivable experience.

Physical Requirements:

Must be able to perform the essential functions of the job. The company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

Other:

This position is subject to a pre-employment criminal background and consumer financial history background check. A criminal conviction or arrest pending adjudication or adverse financial history information alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

APPLY AT: alexandriaradio.net

Job# 1-16
Alexandria, MN

Resumes can be sent to apply@hbi.com
AN EQUAL OPPORTUNITY EMPLOYER