

KUSKOKWIM PUBLIC BROADCASTING CORPORATION

KSKO Radio PO Box 70 McGrath, Alaska 99627

January 22, 2021

POSITION OPENING

POSITION: Accounting/Office Manager

Definition: Under the supervision of the Kuskokwim Public Broadcasting Corporation's Board of Directors, the Accounting/Office Manager is the chief administrator of the Kuskokwim Public Broadcasting Corporation (KPBC). This position is responsible for the proper operation of KSKO Radio and all business by the Kuskokwim Public Broadcasting Corporation.

Location: McGrath, AK. The KPBC will consider applications from individuals desiring to work outside of McGrath.

Desired Qualifications:

- Must be at least 18 years of age, High School Diploma or GED.
- Public Radio experience (Preferred)
- Office Management/ Supervising/ Administrative (Preferred)
- Accounting: 3 years (Preferred)
- Grant Management experience (Preferred)

Duties:

1. Manages business operations of KSKO Radio, complies with the requirements of the Federal Communications Commission, the Corporation for Public Broadcasting and other regulatory bodies and funding sources and carries out the policies and directives of the KPBC Board of Directors.
2. Supervises employees and contractors.
3. Coordinates the maintenance of the KSKO building and equipment.
4. Initiates, coordinates and supervises all underwriting, grants and fundraising activities.
5. Submits funding requests to funding sources, sets the annual budget and operates within the budget in a manner consistent with good business and management practices.
6. Reports to Board of Directors on a regular basis. Ensures that all corporate records are maintained as required.
7. Coordinates bi-monthly KPBC Board of Directors meeting, annual meeting and elections.
8. Coordinates the organization and implementation of the annual membership drive.
9. Represents KSKO/KPBC on a local, state and federal level.
10. Works with broadcasting partners sharing programming and other resources.
11. Prepares all financial reports for the Corporation to the Corporation for Public Broadcasting and other entities as required.
12. Maintains payroll, financial records, including annual budget, grants and gaming records.
13. Supervises all activities involving charitable gaming operations that support KSKO/KPBC.
14. Other duties as assigned by the KPBC Board of Directors.

Salary: This is a part-time exempt salaried management position. Salary Range: \$20,150-\$32,762 (\$19.30-31.38/hour) DOE

Closing Date: February 5, 2021 or until filled.

To Apply: Submit a resume including a detailed work history with three references and cover letter to: KPBC/KSKO, Attn. Accounting/Office Manager Hiring Committee at kskojobs@gmail.com. Contact Candace Waruch, Board President 907-574-0609 for position inquiries.

KPBC is an equal opportunity employer.