

WEHCO MEDIA, INC.

Job Title:	ACCOUNTING SPECIALIST	Job Category:	CLERICAL
Department/Group:	ACCOUNTING	Job Code/ Req#:	TBD
Location:	LITTLE ROCK, AR	Travel Required:	NO
Level/Salary Range:	\$15-\$16	Position Type:	FULL-TIME
HR Contact:	JANET WILSON	Date posted:	January 22, 2018
Will Train Applicant(s):	YES	Posting Expires:	January 31, 2018
External posting URL:	http://www.arkansasonline.com/ and http://www.wehco.com and https://jobs.wehco.com/application/cable/		
Internal posting URL:	n/a		
Applications Accepted By:			
FAX OR E-MAIL: (501)378-3422 or gmasters@wehco.com Subject Line: Attention: Accounting Specialist position		MAIL: Gail Masters WEHCO Media, Inc. P.O. Box 2221 Little Rock, AR 72203	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Accounting position in a multi-company environment. M-F 8am to 5pm, benefits are available. Individual will be responsible for journal entries, general ledger reconciliations, bank reconciliations, daily/monthly cash reconciliations and analysis of financials. Ability to develop analytical tools, review financial statements, prepare variance analysis, document processes and work on special projects as assigned. The individual needs to be energetic; detail oriented and willing to learn new things. Position requires a person that has the ability to work well with others in a multi-tasking environment. General office experience and MS Excel required. Position is located in downtown Little Rock with a well-established company.</p> <ul style="list-style-type: none"> • General ledger reconciliations • Journal entries • Reconciliation of daily/monthly deposits (both electronic and manual) • Bank account reconciliations. • Financial analysis • Newspaper system balancing (MS Excel) • Other duties as assigned <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>ASSOCIATES DEGREE IN ACCOUNTING AND OR 2-3 YEARS OF RELATED ACCOUNTING EXPERIENCE.</p> <p>General office experience. Experience with MS Excel and Outlook required. Knowledge or previous experience with Oracle preferred. Detail and multi-task oriented. Ability to interact and work well with others.</p>			

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ADDITIONAL NOTES

WEHCO MEDIA, INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

WEHCO MEDIA, INC. DOES NOT DISCRIMINATE BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR GENDER. APPLICANTS MAY NOTIFY THE EEOC, FCC OR OTHER APPROPRIATE AGENCY IF THEY FEEL THAY BEEN DISCRIMINATED AGAINST.

Reviewed By:	Gail P Masters	Date:	December 15, 2017
Approved By:	Charlie VanDeventer	Date:	December 15, 2017
Last Updated By:	Click here to enter text.	Date/Time:	Click here to enter text.