

WEHCO MEDIA, INC.

Job Title:	ACCOUNTING SPECIALIST	Job Category:	Accounting
Department/Group:	ACCOUNTING	Job Code/ Req#:	TBD
Location:	LITTLE ROCK, AR	Travel Required:	NO
Level/Salary Range:	\$15-\$17	Position Type:	FULL-TIME
HR Contact:	JANET WILSON	Date posted:	May 22, 2019
Will Train Applicant(s):	YES	Posting Expires:	May 31, 2019
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. Individual will be responsible bank reconciliations, monthly and daily cash reconciliations for multiple locations. Ability to develop analytical tools, review bank statements, prepare monthly bank reconciliations, document processes and work on special projects as assigned. The individual needs to be energetic; detail oriented; self-starter and willing to learn new things. Position requires a person that has the ability to work well with others in a fast paced multi-tasking environment. Accounting, 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"> • Reconciliation of monthly and daily deposits (both electronic and manual) • Bank account reconciliations. • General ledger reconciliations • Journal entries • 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>Accounting or bookkeeping experience preferred. General office 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:	May 21, 2019
Approved By:	Charlie VanDeventer/Kyle Baldwin	Date:	May 21, 2019
Last Updated By:	Gail P Masters	Date/Time:	May 21, 2019