

Category:
Administrative

Position/Title:
Business Manager

Details:
Eagle Communications, Inc.'s St. Joseph (Missouri) Media Center is searching for its next business manager. We are looking for a business minded, multi-talented, and multi-tasking person who is part banker, part accountant, and part customer relations. With Eagle Media, our business manager is not just an employee but an employee owner with the opportunity to earn company stock in our ESOP program each year on top of a competitive salary, benefits, and features plan.

Vacancy Type:
Full-Time

Salary:
\$40K-\$50K

Compensation is commensurate with experience along with a competitive benefits package including health insurance, 401(k), paid vacation, and an employee stock ownership plan.

Date Posted:
5/3/2024

Closing Date:
6/3/2024

City:
St. Joseph

State:
Missouri

URL:
<http://www.eagleradio.net/careers>

Experience:
See below.

Requirements:

Some of the responsibilities include:

Supervisory Responsibilities

- Oversee traffic operations
- Supervise front office staff
- Maintain a professional front office in atmosphere and appearance

Administrative Responsibilities

- Complete quarterly "Programs & Issues" reports to upload to FCC public file
- Manage FCC/EEO Compliance, including political documentation
- Consult with corporate accountant, when needed
- Attend weekly sales and programming meetings

Accounting Responsibilities

- Prepare end-of-month reports, invoices, and statements
- Apply incoming payments to client accounts
- Point of contact for client billing issues
- Keep record of delinquent accounts and request payment
- Process national orders
- Keep track of trade accounts
- Manage office supply inventory
- Reconcile accounts

Additional Information:

Applications will be accepted until the position is filled. The selected candidate will be required to pass a criminal history background check and motor vehicle check. Eagle Communications is an employee-owned company and an EEO employer.

If you would like to learn more or be considered for the next business manager of Eagle Communications' St. Joseph Media Center, apply now at:

<http://www.eagleradio.net/careers>

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