

Finance & Administration Coordinator

We are seeking a highly-skilled and self-motivated front office worker to join Nashville Public Radio's growing team. In this position, you will play a key role by performing various administrative, financial, fundraising and clerical tasks. You should be comfortable undertaking a variety of activities at our radio stations, including answering the phone, organizing documents, handling financial and accounting bookkeeping, plus engaging with the public at our front desk, on-site at our events plus via phone and email communication. Reliability and a strong work ethic combined with great communication skills are a must, as well as familiarity with all necessary office equipment, software, and procedures.

Front Office Duties and Responsibilities

- Greet visitors, sponsors and donors. Set a positive office atmosphere
- Answer the phone, take messages, and redirect calls to appropriate department
- Organize and maintain files and records
- Oversee sorting and distribution of mail, maintaining postage accounts

Membership and Donor Responsibilities

- Create and maintain updated documents and spreadsheets
- Prepare outgoing mail (envelopes, packages, Thank You notes, pledge bills)
- Donor communication and other duties as assigned
- Process daily deposits and credit card donations

Finance and Administrative Responsibilities

- Perform Accounts Payable and Accounts Receivable duties
- Manage office and breakroom supplies
- Operate office equipment, such as photocopier, printers, mail machine
- Maintain station calendar for meetings and events
- Provide support for Board of Director meetings and station events
- Maintain records for Employee benefits

Requirements and Qualifications

- College degree or equivalent work experience
- Strong working knowledge of office procedures and basic accounting principles
- Ability to effectively use and maintain office equipment
- Solid knowledge of Microsoft Office
- Outstanding communication skills
- Great organizational and multitasking abilities

Nashville Public Radio is an Equal Opportunity Employer. We provide excellent benefits and a dynamic workplace.

Submit cover letter and resume with three references by August 2, 2019

Apply to: adminjob@wpln.org. No phone calls, please.