

NEVADA CITY COMMUNITY BROADCAST GROUP

**KVMR FM, Nevada City**

## **POSITION AVAILABLE**

### **Accountant/Business Manager – Part time**

**Hours:** 16-24 hours per week, plus occasional planned evenings/weekends for events and to meet deadlines

**Wage Range:** \$22-\$25/hour

**Benefits:** Pro-rated vacation, sick and holiday time

**Closing Date:** September 21, 2018

KVMR FM is a listener-supported, non-commercial radio station serving the northern Sierra foothills and Sacramento Valley at 89.5, 105.1 Truckee/Tahoe, 93.9 Woodland, 99.5 Angels Camp and 88.3 Placerville/Camino. KVMR also produces [kvmrx.org](http://kvmrx.org) and KVMR HD2/105.7 The Bridge, Grass Valley. The Accountant is responsible for monthly financial statement preparation, general ledger account reconciliation, budget preparation and monitoring, human resources, insurance and contract/lease administration.

Additional responsibilities include: Preparation of various grant and governmental reports/returns, coordination of annual audit and 990 preparation, backup for KVMR's bookkeeper, event accounting, and other related duties. This position reports to the General Manager. Persons interested in applying should possess the following qualities:

- ❖ Bachelor's degree in accounting required.
- ❖ Excellent computer software skills
- ❖ A strong commitment to improve KVMR's image and visibility throughout our broadcast regions.
- ❖ A passion for community radio.

*KVMR FM is an Equal Opportunity Employer  
Women and Minorities Encouraged to Apply*

#### **[Full job description](#)**

**To apply, please submit letter of interest and resume to (no phone calls *please*):**

**KVMR**  
120 Bridge Street  
Nevada City, CA 95959

Julie Chiarelli  
General Manager  
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