



## Accounting Assistant / Special Events Coordinator

Smoky Hills PBS is seeking an Accounting Assistant/Special Event Coordinator to add to our team. This position will help the Director of Finance with the station's accounting duties and lead and organize all the station's Special Events.

### **Experience/Qualifications:**

- Proven history of excellent attention to detail and ability to multitask
- Strong organizational skills with follow through abilities
- Able to work independently on assigned tasks as well as to accept direction on given assignments
- Must perform in fast-paced environment on time-driven tasks
- Solid working computer knowledge including Microsoft Word and Excel
- Must be reliable
- Strong Communication Skills

### **Duties will include, but are not limited to:**

- Maintaining daily cash receipts
- Reconciling monthly bank statements
- Handling accounts receivable and accounts payable accounts
- Coordinate Family Fun Day events
- Organize our annual Writer's Contest
- Supervise and lead the summer Share-A-Story project

### **Position:**

The Accounting Assistant/Special Events Coordinator position will be a full time position. Compensation will be based on education and experience. Employee benefits will include paid vacation leave, sick leave, holidays, health and dental insurance and KPERS retirement plan.

### **To Apply:**

Please email a cover letter, resume, and three references to [hr@shptv.org](mailto:hr@shptv.org). Position open until filled. EEO employer.