

# **Liberman Broadcasting, Inc.**

## **Corporate Staff Accountant**

We are Liberman Broadcasting, Inc. ("LBI") the largest privately-owned Spanish broadcasting company with TV and radio stations operating in Arizona, California, Texas and Utah. We also broadcast our highly rated television programming through our "EstrellaTV" network. We are seeking a Corporate Staff Accountant to work in our Burbank, CA office. The successful candidate will possess initiative and drive, have broad accounting knowledge and have excellent written and verbal communication skills. LBI is an Equal Opportunity Employer.

### **Summary of essential job functions**

- \* Calculate sales commissions for the Company's sales executives.
- \* Check credit references for new radio and television advertisers.
- \* Assist with monthly general ledger close and annual external audit.
- \* Handle customer payments and prepare deposit slips.
- \* Reconciliation and auditing of petty cash expense reports.
- \* Assist with reconciliation of monthly credit card statements.
- \* Assist finance department with other administrative tasks as requested by management team.

### **Minimum requirements**

- \* Associate or Bachelor's degree preferred but not required.
- \* Bilingual (English/Spanish) is a plus, but not required.
- \* Excellent organizational, interpersonal, and communication skills, both verbal and written.
- \* Experience in Finance/Accounting/Business Administration.
- \* Outstanding computer skills including extensive experience with Microsoft Excel.
- \* Attention to detail, organized and thorough, with desire for continuous improvement.
- \* Team player with a positive attitude.
- \* Ability to meet tight deadlines and work under pressure.
- \* Honest and dependable.

### **Contact**

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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.