

# Liberman Broadcasting, Inc.

**Title**                    Production Accountant

**Reports to**            Show Producer

## **Job summary**

We are Liberman Broadcasting, Inc. ("LBI") the largest privately-owned Spanish broadcasting company with TV and radio stations operating in Arizona, California, Denver, Texas and Utah. We are seeking a Production Accountant for our TV programming. Successful candidate will be responsible for keeping track of all financial cost and transactions involved in the making of company television shows. The successful candidates will possess initiative and drive, have broad relevant television production knowledge with good management expertise and have excellent written and verbal communication skills. LBI is an Equal Opportunity Employer.

## **Summary of essential job functions**

The day-to-day functions include: Shoot-closing and consolidation of all program financials. Tracking of all costs and allocations. Adheres to financial policies, procedures and established budgets. Processing of invoices and check requests. Distribution of checks and payments to Freelance employees and day talent. Processing of POs including log updates. Handles checks for petty cash and distributes to authorized personnel. Audit and processing of petty cash expense reports.

## **Minimum requirements**

Bachelor's Degree preferred but not required. Experienced in Finance/Accounting/Business Administration. Excellent analytical skills. Outstanding computer skills including extensive experience with Microsoft Office programs; Excel, Word, and Outlook. Demonstrated independent problem-solving ability. Excellent time management skills, with a deadline orientation. Ability to work in a fast paced environment. Willingness to travel and work holidays, on weekends and as needed with short notice. Honest and Dependable. Must be fluent in the Spanish Language and possess a valid CA Drivers License with good driving record.

## **Send Resumes to:**

Liberman Broadcasting, Inc.  
1845 Empire Ave.  
Burbank, CA 91504  
Attn: David Muñoz, Jr.  
e-mail: [dmunoz@lbimedia.com](mailto:dmunoz@lbimedia.com)  
fax: (818) 729-5674

## **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.