

JOB DESCRIPTION

JOB TITLE: Accounting Assistant
DEPARTMENT: Administration
STATUS: Non-Exempt
REPORTS TO: Sr VP and Chief Financial Officer

GENERAL FUNCTION:

This employee assists with the Accounting and Human Resource functions for PCN. Assisting the CFO with making daily, weekly, and monthly journal entries, processing payroll and AP invoices, and customer orders and billing within PCN as required. This position will sell and track licenses sold for PCN programs. Additionally, this position will assist with grant and fundraising accounting as PCN enters more strongly into this arena.

RESPONSIBILITIES:

- Prepare and process bi-weekly payroll through our third-party processor
- Prepare daily revenue reports for subscription and online store orders
- Track donation revenue
- Prepare and submit monthly state sales tax report
- Prepare and submit monthly Simple IRA contributions
- Maintains vehicle fleet spreadsheet, collects vehicle information on a monthly basis, tracks vehicle maintenance, and works with staff to schedule appointments
- Maintains FCC compliance forms – keeps track of deadlines, gets signatures, and gives to Digital Content Manager to be uploaded to PCN’s website
- Provides support for projects, including but not limited to annual Open Enrollment, benefit election periods, and annual audits
- Other duties as assigned

BACKGROUND/SKILLS

- Minimum Associates Degree/Certificate in Accounting or relevant work experience
- Strong attention to detail and math skills, including experience with reconciliations
- Confident, critical thinking skills and the ability to pivot when workload requires
- Ability to communicate effectively in written and oral form
- Strong organizational and sound judgement skills
- Time management skills and the ability to meet deadlines
- Demonstrated proficiency and willingness to learn new technologies with computers, Microsoft Word and Excel, databases, and the Internet. Experience with QuickBooks is preferred

ADDITIONAL INFORMATION

- Full-time, hourly position.
- Hours Monday through Friday 8am – 5pm. Evening or weekend as needed.
- Located in Camp Hill, PA.

- Current COVID-19: Remote Work available
- Offers made pending successful outcome from background and credit history screening.

ABOUT PCN:

PCN is a statewide 501(c)(3) nonprofit cable television network available to 10 million viewers in more than 3.1 million homes. PCN is the largest statewide privately funded public affairs network in the country. PCN is launching a fundraising initiative in service of the organization's mission and goals, and it is looking for talented individuals to join the team and assist with this new venture. www.pcntv.com

TO APPLY:

Send Cover Letter with salary expectations and Resume to:

PCN
Attn: HR/Finance
401 Fallowfield Road
Camp Hill, PA 17011

FAX: 717- 441-4540

HR@pcntv.com