Now Hiring:
Bookkeeper/Office Administrator

The Mid-Coast Radio Project is accepting applications for a bookkeeper/accountant to support the administrative and financial needs of our growing nonprofit organization, 90.1 KKFI FM Kansas City Community Radio.

Status: 32 hours/week, flexible, non-exempt

Reports to: KKFI Executive Committee, particularly the Treasurer

Located at: 3901 Main St. #203, Kansas City, MO 64111

About KKFI

KKFI is the Kansas City area's independent, noncommercial community radio station. We seek to stimulate, educate and entertain our audience, to reflect the diversity of the local and world community, and to provide a channel for individuals and groups, issues and music that have been overlooked, suppressed or under-represented by other media. The Bookkeeper/Office Administrator must believe in and adhere to the mission and core values of KKFI.

Job Responsibilities

The duties of this position include, but are not limited to:

Payroll, Salesforce entry, cash management:

Serve as the interface between KKFI and Support Kansas City (SKC) for payroll preparation and payroll tax compliance reporting. Process checks, cash and charges (by entering these into Salesforce) to appropriate accounts and donor records; prepare and make regular bank deposits (requiring physical trips to the bank); monitor payments via online donation system; record payments into Salesforce and issue receipts.

Billing & Accounts Receivable, Payable:
Accurately record organization financial transactions into Salesforce in accordance with generally accepted accounting principles; manage accounts payable, including facilitating preparation of checks by SKC for bill payment in a timely manner and maintenance of paid invoice files; manage accounts receivable, including collections as needed; work with vendors, clients and our bank to ensure submission of bills, receipts, deposits and payroll in a timely manner; assign account numbers to receivables and scan to SKC to make QuickBooks journal entries.

Maintain an organizational calendar of all financial deadlines, filing dates, expiration dates, service schedules, and compliance requirements; retrieve, open and distribute mail (requires physical trips to the Post Office), including review and routing legal and regulatory documents as needed; prepare annual tax receipts per IRS guidelines and KKFI communication decisions; pull yearly donation report from Salesforce for Development Director to send tax receipt with thank you letter; assist in preparation for pledge drives and assist in post-pledge drive fulfillment activities, including alerting Development Director of new donations requiring fulfillment.

Aid with donor management record keeping and fundraising including events by developing a working knowledge of Salesforce and Click & Pledge to assist in clear and concise delivery of donations into the correct drive and account code.

Year-end Close/Reporting:

Assist SKC in making year end and adjusting entries (office petty cash, underwriting receivables, tradeouts, estimated value of programmer volunteer time, expense allocations for statement of functional expenses, etc.) and in resolving any discrepancies in reconciliations; manage corporate insurance policies, work with brokers or insurers on renewals; assist treasurer as needed in the performance of his or her duties; assist in the preparation for and completion of the annual audit.

General Office Management (shared with other staff and volunteers):

Manage the front office environment with patience, respect and adherence to generally accepted business principles; answer a multi-line phone system: screen and forward calls, provide information, take messages as needed; greet walk-in guests and handle their requests or direct them to the proper staff member; respond to written, telephone and email inquiries. Assist with monitoring, managing, and maintaining office equipment and supplies; assist with requesting repair or restocking when necessary. Train staff and employees on office procedures as needed.

Required Skills and Experience

The fully qualified candidate will have the following experience and skillset:
• Directly relevant experience working with accounts payable/receivable and general bookkeeping
• Familiarity with grant reporting and Not-for Profit Accounting Standards
• Experience with QuickBooks; Salesforce CRM management, tax filing and reconciliations
• Strong working experience with Microsoft Office products such as Excel and Word; database experience a plus

Required Attributes

• Strong interpersonal skills
• Excellent analytical and problem-solving skills
• Strong personal initiative and deadline driven; work well with a minimum of day-to-day supervision
• Highly organized and detail-oriented
• Ability to work collaboratively with all employees and volunteers at the organization
• Able to handle multiple, often competing, priorities
• Strong oral and written communication skills

Compensation and Schedule

This is a full-time, hourly position. We anticipate an average of 32 hours per week, but there will be weeks of 40 hours or more during pledge drives or other special circumstances. Proposed starting pay is $20 per hour, subject to experience and qualifications. Scheduling is flexible and may include remote work. Other benefits include paid time off and scheduled health insurance support payments.

How to Apply

Please send your cover letter, resume, and three references to employment@kkfi.org. This position was posted on May 3rd, 2023 and is open until filled. We encourage interested candidates to apply promptly and hope to have a candidate start as early as June. No phone calls.

The Organization
Commitment to Equity and Diversity

KKFI has a commitment to support diversity and equal opportunity in its services, administration, employment, and activities. As such we strive to foster a working environment that values contributions from team members regardless of race, color, creed, gender, religion, culture, sexual orientation, gender identity, mental disabilities, physical disabilities, or veteran status. *Women and people of color are encouraged to apply.*

Equal Employment Opportunity (EEO) Report

See this [link for the EEO report](#).