



## Bookkeeper Full-Time

Marquee Broadcasting Inc., owners of WMDT-47, CW3 and MeTV, is seeking an independent, self-reliant, dedicated, detail-oriented individual to assist our business manager with accounting and general office duties. Candidates should be well-organized, accurate, able to prioritize, problem solve and have excellent written and oral communication skills.

### Minimum Qualifications

- Associate or bachelor's degree in accounting or equivalent experience.
- Proficiency in Microsoft Office Applications, especially Excel and Word
- Knowledge of Netsuite, WideOrbit and Adobe Acrobat helpful.
- Must be highly organized and accurate.
- Ability to work with minimal supervision.
- Must be able to sit and stand for periods of time required to complete tasks.

### Duties and Responsibilities

- Daily Accounts Receivable duties, including processing and posting of credit card, check, Daily Deal and ACH payments in traffic system, and preparation and processing of daily bank deposits.
- Assist Business Manager with monthly billing, credit management procedures and act as back up in all areas of accounts receivable, accounts payable, personnel record maintenance, mail/email re-distribution. and operation of business machines including the phone system and the copier.
- Filing of paid invoices and other documents as directed by the supervisors.
- Perform HR duties as required, including onboarding new employees, posting job openings/closings and retaining all documents created in the recruitment of station personnel.
- Record keeping of personnel forms as required for the compilation of the FCC required annual EEO report.
- Assist Corporate Controller, General Manager and Business Manager as necessary with projects.
- Assist the General Manager with the notification and distribution of lottery tickets, Birthday Club winner packets, golf cards and other contest-related duties.
- Clear messages left on the station's general voicemail, re-route messages to intended personnel and allow guests and deliveries to access the station as needed.
- Apply postage to outgoing mail and daily pick up/drop off of mail at the post office.
- Create press passes for News Department.
- Liaison with vending machine companies.
- Post events on employee bulletin board.

### Compensation

Pay Range: \$35,000-\$40,000 per year.

### Benefits

- Employer Sponsored Health Insurance
- Employer Paid Basic Life/AD&D
- Employee Paid Dental, Vision, LT Disability, Critical Illness, Hospital Indemnity, Voluntary Life/AD&D and Accident Insurance available.
- Up to Two Weeks Paid Vacation per Year
- Up to five Sick Days per Year.
- Six Paid Holidays
- 401K Plan
- Maryland Saves Plan
- Military Leave
- Jury Duty Leave
- Free YMCA Membership Available

Send resumes to Sheila\_Kinley@wmdt.com. No phone calls please.

**Marquee Broadcasting, Inc. is an Equal Opportunity Employer**

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**Marquee Broadcasting, Inc.**  
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