



## **ACCOUNTANT**

### **Job Summary:**

Draper Media, parent company of WBOC, Coast TV and Delmarva Sports Network, is seeking a dedicated Accountant to join our team. The Accountant will play a pivotal role in executing essential accounting functions, including Accounts Payable, Accounts Receivable and General Ledger management. This position is integral to ensuring the precision of our financial statements and the smooth operation of our financial process. Recent graduates and experienced candidates are encouraged to apply.

### **Key Responsibilities:**

- Serve as an integral part of the company's accounting processes.
- Maintain and update the General Ledger, and post necessary journal entries for monthly financial statements.
- Review and process invoices for Accounts Payable efficiently.
- Reconcile Accounts Receivable, apply payments to open invoices and manage revenue schedules.
- Analyze revenue and expenditure trends to recommend appropriate budget adjustments.
- Review and assess contractual relationships.
- Resolve any accounting discrepancies that arise.
- Oversee and manage company assets.

### **Education and Experience:**

- Associates or Bachelors degree in Accounting is required or equivalent experience.
- Understand the basic principles of accounting.

### **Requirements:**

- Proficient in all Microsoft Office applications.
- Experience with Sage Intacct is preferred.
- Excellent written and verbal communication skills.
- Must be detailed oriented and thoroughly organized.
- Ability to problem solve and review items for accuracy.
- Team player.
- Excellent computer skills and the ability to work in a paperless environment.

**Interested candidates should apply at:**

**[Drapermediajobs.com](http://Drapermediajobs.com)**

**Or**

**Mail resume, cover letter to:**

**Human Resources  
WBOC  
1729 N. Salisbury Blvd.  
Salisbury, MD 21801**

**Employment is contingent on successfully passing criminal background and drug screen tests.  
We are an "Equal Opportunity Employer"**

Position Information

Title: Accountant

Status: Full-Time Hourly

Pay Range: \$20.67/hr - \$21.63/hr

Benefits:	Health Coverage <i>(Single/Family)</i>	Dental Coverage <i>(Single/Family)</i>
	Vision Coverage <i>(Single/Family)</i>	Disability Coverage <i>(Single)</i>
	Voluntary Benefits <i>(Single/Family)</i>	401(k) Retirement Plan
	Paid Time Off <i>(80 hours/year)</i>	Paid Holidays <i>(9 days/year)</i>