

Office Service Specialist – Allegheny Mountain Radio

The Office Service Specialist for Allegheny Mountain Radio reports directly to the Management Team. The Office Service Specialist acts as liaison with the AMR Auditors and outsourced payroll service, if provided, and directly supervises office related volunteers. The Office Service Specialist is responsible for keeping the accounts, transactions with banks, payroll and purchasing.

Primary responsibilities of the Office Service Specialist include but are not limited to the following:

- Reports directly to the AMR General Manager and the Pocahontas Communications Cooperative Corporation when appropriate.
- Processes all transactions in Quick Books.
- Responsible for the processing of payroll.
- Maintains relationships with local banks, keeping track of all accounts and depositing funds.
- Primary fiscal and business record keeper for AMR.
- Responsible for oversight, tracking and reconciliation of grant financials, including Corporation for Public Broadcasting
- Acts as direct liaison with AMR Auditors and payroll support, if provided.
- Responsible for purchasing and processing of invoices, including underwriting.
- Provide general office support in the manner of maintaining office supplies, office equipment and mailing support.
- Produce various financial reports as required by the AMR General Manager and PCCC Board of Directors.
- Participate in on-air fundraising efforts.
- Supports the Membership and Marketing Director on tracking AMR merchandise inventory and financials.
- Other duties as assigned by the AMR General Manager and the PCCC Board when appropriate.