



**KNOM Radio Mission, Inc.**  
PO Box 190649, Anchorage, AK 99519  
(907) 868-1200 | [knom.org](http://knom.org)

**Davis Hovey**, Interim General Manager  
**Darleen Fernandez**, Business Manager

## **Business Manager**

The Anchorage-based Business Manager is hired by the General Manager and will require affinity for Western Alaska and support the KNOM Mission: ***encountering Christ, embracing culture, empowering growth, and engaging the listener. Values include being a friend and companion, respectful service, and Catholic ideals.***

The Business Manager serves as the primary staff member responsible for the day-to-day maintenance of KNOM's finances and handling and processing all incoming funds, including but not limited to individual donors, corporate underwriters, site lease clients, corporate matching gift companies, federal and state agencies, foundations, and other sources of revenue. The Business Manager's supervisor is the General Manager and works in close cooperation with the Board Treasurer. The Business Manager will be proficient in using the donor database, underwriting radio traffic software, and performing and/or overseeing bookkeeping and billing functions for all accounts payable and receivable. The Business Manager creates monthly reports, as directed, for KNOM Radio Mission, Board of Directors, Treasurer of the Board and the KNOM General Manager.

This is an hourly, full-time position in a flexible, collaborative work environment. Some overtime at year-end or whenever needed is possible. The hourly wage ranges from \$36 to \$40 an hour depending on experience and education. Benefits include health insurance, 403(b) retirement match, PTO, and professional development opportunities that align with organizational needs and employee goals.

## **Required Qualifications**

- Bachelor's degree in accounting, business, finance, or related field, or equivalent professional experience
- A minimum of 5 years of bookkeeping experience required, nonprofit work experience preferred
- Accounting, business, finance or education and experience equivalent to a Bachelor's degree
- QuickBooks proficiency is a must along with Microsoft 365 competency
- Experience with corporate credit card expense reports, payment processing and reconciliation
- Superior office management skill with emphasis in operations and internal controls
- Excellent communication skills with staff, donors, public and business associates



**KNOM Radio Mission, Inc.**  
PO Box 190649, Anchorage, AK 99519  
(907) 868-1200 | [knom.org](http://knom.org)

**Davis Hovey**, Interim General Manager  
**Darleen Fernandez**, Business Manager

- Demonstrated office management skills with excellent communication skills in dealing with the public, donors, and business associates
- Demonstrated leadership ability to cultivate a creative and professional team
- Demonstrated experience in holding information in confidence and exercises highest ethical judgment
- Strong interpersonal skills, supervisory experience is advantageous

#### **Brief Summary of Duties and Responsibilities:**

- Works cooperatively with the Board of Directors
- Establish a realistic annual budget with the BOD and GM
- Weekly Review of expenditures and income
- Run the day-to-day operations of the business office
- Maintains all KNOM's financial books and business files/bank and credit card accounts
- Good understanding of research methods and data analysis
- Negotiate organization and employee insurance renewals and policies
- Pay approved bills and prepare payments for check signer endorsement or electronic approval
- Reconcile donation records with QuickBooks entries
- Adherence to annual budget
- Prepare payroll entry data for KNOM accountant
- Schedule payroll deposits, remit retirement contributions and tax payments
- Staff travel arrangements – air, lodging, ground
- Human Resources - maintain employee personnel folders, write employee contracts, generate and distribute timesheets and handle HR matters in collaboration with General Manager
- Enforce internal controls
- Manage capital campaign finances
- Maintain Board of Directors documents
- Other duties as assigned

**To apply: send cover letter, resume, and three references to [generalmanager@knom.org](mailto:generalmanager@knom.org)**

#### **KNOM is an Equal Opportunity Employer**

KNOM's Mission: Encountering Christ, Embracing Culture, Empowering Growth, Engaging the Listener.

KNOM's Values: Being a friend and companion while providing respectful service based on Catholic Ideals