



Regional Accountant - New Bedford, MA

Townsquare Media Group

Fairhaven, MA, United States

Full-Time

Townsquare Media Group

ME, United States (Augusta/Waterville)

Townsquare Media Augusta/Waterville includes well-known brands like 92 The Moose, B98.5, and Kool AM.

Townsquare Media Group

MA, United States (New Bedford/Fall River)

Townsquare Media Massachusetts includes Fun 107 and 1420 AM WBSM.

Summary

Townsquare Media is looking for a Regional Business Manager to aid with accounting, budgeting, and forecasting for our New Bedford and Augusta markets.

Essential Duties and Responsibilities

- Quarterly travel between our New Bedford and Augusta offices
- Supervises G&A and Traffic Department
- Responsible for monthly financial close
- Maintains the general ledger
- Analyzes costs and provides explanations on the variance from actual vs. budget
- Processes and reviews account payables, payroll, cash receipts, credit applications, trade, accounts receivable and billing activity
- Ensures all financial deadlines and due dates are met in a timely manner
- Prepares balance sheet reconciliation of accounts
- Prepares sales/tax use spreadsheet and filing sales tax forms with the state each month or quarter as needed
- Maintains personnel files, ensuring all files are updated properly

- Prepares budget spreadsheets, entering all budgeted expenses
- Analyzes and organizes office operations and procedures such as bookkeeping, preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services.
- Maximizes office productivity through proficient use of appropriate software applications.
- Maintains contact with customers and outside vendors.
- Audits invoices, researches discrepancies and approves for payment.
- Reconciles bank statements.
- Processes employment applications and assists in other employment activities

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

BA/BS in Accounting or Finance recommended; 3-5 years accounting experience and 2 years supervisory experience preferred; or equivalent combination of education and experience.

Language Ability

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word, Excel and Outlook; Internet, Accounting and Database software. Great Plains experience is preferred but not required.

Supervisory Responsibilities

Supervises employees in the Business & Traffic Offices. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ABOUT US

Townsquare Media Group is a diversified media, entertainment and digital marketing services company that owns and operates radio, digital and live event properties. The Company specializes in creating and distributing original entertainment, music and lifestyle content. Its assets include 312 radio stations and over 325 local companion websites in [66 small to mid-sized markets](#), making it the third largest owner of radio stations, a national portfolio of music and entertainment digital properties reaching over 50 million US unique visitors monthly, including [Taste of Country](#), [Diffuser.fm](#), [Ultimate Classic Rock](#), [Loudwire](#), [The FW](#), [GuySpeed](#), [ScreenCrush](#) and [PopCrush](#), approximately 500 live music and non-music events annually, and [Seize the Deal](#), an E-commerce business.

TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.