

Accounting Analyst

Randolph Communications is seeking a hard-working, experienced Accounting Analyst, to join our team. The candidate must be self-motivated, detailed oriented, and have the ability to maintain a high level of confidentiality, with excellent organizational skills to prioritize a heavy workload. An Associate's or Bachelor's Degree in Accounting with a minimum of three current years of experience/training required. Proficiency in Excel and Word, strong computer and communication skills essential. Duties to include: bank reconciliation, daily cash drawer balancing, escheat processing, and meeting regulatory reporting deadlines. Will perform various data analyses for budget, billing, and financial accounts. Accounts payable experience is preferred. Salary commensurate with experience. Excellent benefit package. Randolph Communications utilizes pre-employment drug testing and background checks as a condition of employment. EOE

No phone calls please. For consideration, applicant should mail, email, or fax resume to:

Randolph Communications
Attention: Human Resources
317 E Dixie Drive
Asheboro, NC 27203
Fax: 336-879-7912
Email: resumes@rtmc.net