

Accounting Specialist

Randolph Communications is seeking a hard-working, experienced Accounting Specialist, to join our team. The candidate must be self-motivated; ability to maintain a high level of confidentiality, detail oriented and have excellent organizational skills to prioritize a heavy workload. An Associate's or Bachelor's Degree in Accounting with a minimum of five current years of experience/training required. Proficiency in Excel and Word, strong computer and communication skills required. Accounts payable, accounts receivable, payroll, general ledger and account analysis experience is essential. Salary commensurate with experience. Excellent benefit package. Randolph Communications utilizes pre-employment drug testing and background checks as a condition of employment.

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**