



Bookkeeper

93.7 The Ticket — KNTK-FM Lincoln, Nebraska

93.7 The Ticket is a locally owned, independent sports talk radio station located in a street-level studio in downtown Lincoln. The station broadcasts live sports talk programming Monday through Friday from 6:00 a.m. to midnight and Saturday and Sunday from 7:00 a.m. to 10:00 p.m. Our facility also includes a retail coffee shop that operates alongside the radio station and serves listeners, guests, customers, and the downtown community.

Bookkeeper

The Bookkeeper is responsible for maintaining accurate financial records and supporting the day-to-day administrative operations of the organization. This position manages routine accounting functions, payroll administration, contract records, and related office responsibilities. The ideal candidate is organized, dependable, detail-oriented, and able to handle confidential financial and employee information appropriately. The position of Bookkeeper works closely with the Station Manager, Program Director, The Mill, ownership and station staff, vendors, and contractors.

Key Responsibilities

Accounting and Financial Records

- Record and categorize income, expenses, deposits, and other financial transactions.
- Maintain accurate general ledger and supporting documentation.
- Reconcile bank accounts, credit cards, and other financial accounts.
- Process accounts payable and prepare vendor payments.
- Prepare and send customer invoices and assist with accounts receivable and collections.
- Maintain organized electronic and physical financial records.
- Prepare regular financial reports for management and provide information to the company's accountant or tax preparer.
- Assist with annual budgeting, audits, tax preparation including 1099s, and year-end reporting.

Payroll and Employee Administration

- Process payroll accurately and on schedule.
- Maintain employee documentation and assist with onboarding and offboarding administrative tasks.

Contract and Vendor Management

- Confirm that student athlete and contractor contracts and supporting documents are complete, signed, and properly filed. The company uses Bill.com for managing vendor payments and DocuSign for processing contractor agreements
- Pay all bills timely and troubleshoot issues, verify accuracy
- Provide management with advance notice of upcoming renewals, deadlines, or required actions.
- Coordinate contract-related invoicing and payments.

Administrative Support

- Maintain vendor, customer, insurance, licensing, and other business records.
- Assist with correspondence, document preparation, filing, scheduling, and data entry.
- Order office supplies and kitchen supplies as needed
- Track insurance renewals, business registrations, permits, subscriptions, and recurring expenses as needed
- Communicate with employees, vendors, customers, contractors, payroll providers, accountants, and other outside professionals as needed.

Qualifications

- Previous bookkeeping, accounting-support, payroll, or office-management experience.
- Working knowledge of accounting software, payroll systems, spreadsheets, and Microsoft Office.
- Strong attention to detail and ability to meet recurring deadlines.
- Excellent organizational, communication, and recordkeeping skills.
- Sound judgment and discretion when handling confidential information.
- Ability to work independently, identify discrepancies, and follow through until issues are resolved.
- Associate degree or bookkeeping/accounting certification and Notary public certification preferred but not required

Compensation

\$50 per hour

BDP Communications, LLC is an equal opportunity employer.