

JOB POSTING: ACCOUNTING MANAGER

Company Profile

Nei-Turner Media Group publishes high quality, regional tourism guides and lifestyle magazines for niche audiences, with offices in Lake Geneva and Madison. Nei-Turner publishes many of the major visitors guides in the state along with a suite of magazines that were launched or acquired, including *Chicago Style Weddings*, *Atlanta Style Weddings*, *Midwest Meetings*, *Wisconsin Meetings*, *At The Lake magazine*, *Experience Wisconsin*, *Lakeshore Living* and *BRAVA Magazine*. Nei-Turner manages web sites and social media channels for each magazine brand.

Job Summary

This part-time position will handle all accounting responsibilities for the company, a small Wisconsin-based business with approximately 22 full- and part-time employees. Our products are publications and digital advertising packages. Duties would include:

- Complete responsibility for processing receivables, payables, payroll, benefits and bank reconciliation using Quickbooks Online.
- Accounts Receivable: create invoices through our customer CRM (Ad Sales Genius) and send to customers; send payment reminders; set up and maintain automatic payment plans; follow up with slow paying customers. Meet weekly with Publisher and sales reps to review all accounts and help forecast cash flow.
- Accounts Payable: enter all bills, pay them as timely as possible. Use QB classes to track expenses per publishing project.
- Manage and execute payroll twice per month for approximately 22 employees in four different states. Pay payroll taxes; file monthly and quarterly reports; stay aware of state regulations; manage health, dental, vision and IRA deductions and payments.
- Assist with retail orders and subscriptions as needed.

This position offers a flexible work environment based in the Lake Geneva, Wisconsin office. Approximate required hours per week are 16-20 hours in the office, which can be broken up into 2 full days or several half days. A possible acquisition in 2023 may add 4 hours per week to the workload.

Qualifications:

- Accounting degree or equivalent coursework.
- Experience handling accounting tasks in a small business environment.
- Ability to interact and communicate politely, effectively and persuasively, with a high level of customer service, going above and beyond for our customers.
- Enjoy being part of a team, but willing to make independent decisions as needed.
- Highly organized with ability to deal with multiple projects and deadlines.

How to apply: Send resume and cover letter to Barb Krause at bak@ntmediagroup.com