Corporate Office Accounting/Payroll Position Open
Boone Newspapers, Inc., Tuscaloosa/Northport, Alabama
www.boonenewspapers.com

If interested, please email resume and wage history to jay.davis@boonenewspapers.com

Salary will match the person’s skills and experience as that relates to the needs of Boone Newspapers [BNI]. Opening is immediate. The person we seek needs as many of the following skills as possible, will be offered training to develop other skills that we see as mutually desirable. Job location is in BNI corporate office, 15222 Freeman’s Bend Road, Northport, AL 35475, direct number 205-330-4100. This is just off Tierce Patton Farm Road, near Carroll’s Creek Fire Station, and is on property overlooking Lake Tuscaloosa. Excellent working environment and benefits. The following is an outline of the position and the skills/experience desirable for the person we seek, knowing that any one person will not have all such:

1. Person would be working directly with BNI’s Vice President - Controller, Jay Davis. Davis works regularly in the BNI office. His home and daily office are in Selma.

2. Be fully computer literate as to use Word, Excel and Quicken. Our IT people handle the technical aspects.

3. Be a good ‘people person.’ Be second in line to answer the general telephone line, capable of handling a periodic irate caller upset about something with one of our newspapers who is seeking to contact Todd Carpenter or Jim Boone, and putting the caller in touch with them.

4. Be versatile in both payroll and accounting.
   a. Enter and finalize payroll for 28 companies.
   b. Creating files for garnishments and 401(k).
   c. Responsible for tax payments.
   d. Scanning
   e. Responsible annually for W-2’s, year-end closings and yearly reconciliation.
   f. Preparing financial statements and running many types of reports weekly.
   g. Updating fixed assets.
   h. Quicken imports

5. Become adept after training to teach new personnel and publishers proper preparation and use of cash forecasts, operational forecasting, basic understanding of balance sheet, income statement and budgeting, basic sales training including marketing of obits and classified contracts.