



Business Coordinator (Radio)

Mapleton Communications, LLC. Chico, CA (KALF, KFMM, KQPT and KZAP) is seeking a Business Coordinator for the Chico office. The job duties include, but are not limited to:

- Direct Management and overseeing of Traffic and Reception Departments and Staff
- A/R, A/P, Payroll Preparation, Sales Reports, Month End Processing including Billing, Closing, Reporting.
- Working with Corporate Office for submittal of paperwork etc... Heavy computer skills, detail oriented, multi tasking are a must!

Mapleton Communications offers an exceptional Benefits Package! If you are interested in this exciting opportunity, please send your resume today! Email: ktubridy@mapletoncommunications.com -- Mapleton Communications, LLC is an Equal Opportunity Employer.