

**Business Assistant**

WWNY-TV and WNYF-TV - CBS/FOX/MeTV  
Watertown, NY

**Privately-owned broadcast company seeks Business Assistant**

WWNY-TV is searching for an experienced Business Assistant. With three stations, its CBS/FOX/MeTV affiliates are by far the dominate players in the North Country with over 60 years of history and solid performance in ratings and revenue. The Business Assistant is an integral part of the stations' face to our advertisers and the public, as well as internal customers. This individual reports directly to the Business Manager and interacts on a regular basis with our corporate office.

The ideal candidate will have a minimum of an Associate's degree in accounting or finance, or business with practical experience in accounting. The preferred candidate has worked in the broadcast or a media industry in a related role. Responsibilities include and are not limited to the processing of accounts payable, generating invoices out of our Wide Orbit traffic system, set up of new advertisers, processing daily receivables, answering the switchboard, greeting guests, and helping with the month end processes.

Contact us confidentially at [jobs@wnnytv.net](mailto:jobs@wnnytv.net)

**WWNY/WNYF is an Equal Opportunity Employer**