

**WADL(DT)**  
**EEO PUBLIC FILE REPORT**  
**June 1, 2019 – May 31, 2020**

**I. VACANCY LIST**

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

<b>Job Title</b>	<b>Recruitment Sources ("RS") Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Credit Manager	1, 2, 5	2

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**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	<b>Station Website</b> www.wadldetroit.com/	No	0
2	<b>Indeed</b> Indeed.com	No	1
3	<b>Specs Howard School of Media Arts</b> ( <i>broadcast trade school</i> ) 26700 Lahser Road Southfield, MI 48033 Jennifer Michaels jmichaels@specshoward.edu	No	0
4	<b>Referral</b>	No	0
5	<b>Michigan Association of Broadcasters</b> www.michmab.com	No	0
6	<b>Job Fair</b> ( <i>as described in Section III</i> )	No	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			1

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**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1	Participate in job fair	On Friday February 21, 2020, our HR Manager participated in the Spec Howard job fair in Southfield, Michigan. At the fair we accepted resumes and spoke with participants interested in careers at our station.
2	Participate in job fair	On March 4, 2020, our HR Manager participated in the MAB/Great Lakes Media Show career fair in Lansing, Michigan. At the fair we accepted resumes and spoke with participants interested in careers at our station.
3	** Scheduled job fair	On April 22, 2020, our HR Manager was scheduled to participate in the Macomb Community College Career Fair. However, the event was cancelled due to a Stay at Home Order issued by the Governor of Michigan in light of the COVID-19 public health emergency.
4	Participate in an event for or on behalf of an educational institution.	On November 19, 2019, the President of Adell Broadcasting and our National Sales Manager spoke to the AP English Language class at Hazel Park High School about advertising and emotional writing as it relates to commercials. Our President and National Sales Manager explained the process of writing a commercial and the elements of successful commercial. The class was very engaged and asked a lot of questions. The students were given an assignment to write a script for, shoot, and edit a :30 commercial about the city of Hazel Park.

THE SPECSHOWARD  
SCHOOL OF  
MEDIA ARTS

# CAREER FAIR

Friday, February 21 • 1-3pm

## Are you looking to get your new career started?

Take the next step at the Specs Howard Career Fair! It's your opportunity to make a great first impression with some of the leading local employers in Michigan. Specs grads that attend must:

- Be dressed in business professional attire
- Bring 20 copies of their resume to hand out to employers

## Deadline to RSVP is Wednesday, February 19

To reserve your spot, please RSVP by Wednesday, February 19 to Jennifer Michaels at [jmichaels@specsward.edu](mailto:jmichaels@specsward.edu), or call 248-358-9000

50 YEARS  
[specsward.edu](http://specsward.edu)

26700 Lahser Road,  
Suite 100  
Southfield  
(248) 358-9000

## Jamie Harrington

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**From:** Nancy Shiner <NShiner@specshoward.edu>  
**Sent:** Friday, January 10, 2020 12:35 PM  
**To:** Jamie Harrington  
**Subject:** RE: Specs Howard

You got it Jamie! See you February 21<sup>st</sup>, lunch/set -up will be serviced from 12-1 for employers.

Have a great weekend!

Nancy

---

**From:** Jamie Harrington [mailto:Jamie@waddetroit.com]  
**Sent:** Friday, January 10, 2020 11:16 AM  
**To:** Nancy Shiner  
**Subject:** RE: Specs Howard

Yes ! I will be there.

Please add me to the list, and please keep me informed of any other up-coming job fairs you may have.

Thank you,

**Jamie Harrington**  
Executive Administrator

☎ 586.790-3838 Ext 3015  
Alt. Number 248.357-4566  
✉: [jamie@waddetroit.com](mailto:jamie@waddetroit.com)

**"ENTERTAINMENT FOR EVERYONE"**



**Adell Broadcasting Corporation**

35000 Adell Drive • Clinton Township, MI 48035-2814 • Ph: (586) 790-3838 • Fax: (586) 790-3841 • [www.waddetroit.com](http://www.waddetroit.com)

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**From:** Nancy Shiner [mailto:NShiner@specshoward.edu]  
**Sent:** Friday, January 10, 2020 11:06 AM  
**To:** Jamie Harrington <Jamie@waddetroit.com>  
**Subject:** RE: Specs Howard



Michigan Association of Broadcasters Foundation

2019-2020

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Jason Springer  
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Entertainment

Karla Vanderhorst  
WXMI Fox 17

Michael Walenta  
WGVU Public Media

Jon Whiting  
Michigan State University

MAB Liaison  
Stephen Marks  
The Marks Group

March 26, 2020

Jamie Harrington  
Adell Broadcasting, WADL  
35000 Adell Dr  
Mt Clemens MI 48035

RE: MABF Broadcast Media Career & Networking Fairs

Dear Jamie,

Thank you again for your participation in the 2020 MAB Foundation Broadcast Media Career & Networking Fair at the Great Lakes Media Show in Lansing on Wednesday, March 4, 2020. More than three hundred students and business-minded professionals attended this year's career fair event. We hope that you were able to meet and collect information on potential employees and interns.

Our records show that the following people attended the career fair on behalf of your station(s):  
Jamie Harrington

Representing the following call letters:  
WADL-TV

The information about the MABF Broadcast Media Career & Networking Fair was widely disseminated and marketed, including distribution to resources with a high volume of minority and women candidates. The variety of students present at the awards ceremony, career fair and career sessions was proof that information regarding employment opportunities was made available to many valuable and new sources.

**For Stations** - As you know, participation in the career fair may count as one of the Outreach Prong 3 – Menu Option Initiatives with regards to obtaining EEO credits. As mentioned in previous mailings, your efforts in promoting and planning this event are very important to the FCC in considering possible EEO credit. Any questions should be directed to your legal counsel, or, if you are a current MAB member, you can contact MAB's legal counsel, David Oxenford.

The MABF asks that you place this letter, other enclosed items as well as any other promotional materials your station used, and affidavits of PSAs aired, with your EEO records.

Thank you for your participation, we hope the event proved useful in your recruiting efforts.

Sincerely,

Karole L. White  
President, Michigan Association of Broadcasters Foundation

Enclosures





# GREAT LAKES MEDIA SHOW MEDIA CAREER FAIR

**Adell Broadcasting WADL-TV (Detroit)**

**Beasley Media - Detroit**

**Cumulus Media - Grand Rapids/Muskegon**

**E.W. Scripps - WXYZ-TV (Detroit), WSYM-TV (Lansing)**

**Heritage Broadcasting Company of Michigan**

**HOMTV (Meridian Twp.)**

**iHeartMedia**

**Michigan Radio (Ann Arbor)**

**Midwest Communications**

**OK 2 Say**

**Sinclair Broadcast Group - Flint**

**Specs Howard School of Media Arts**

**Townsquare Media - Grand Rapids**

**Townsquare Media - Lansing**

**WILX-TV (Lansing)**

**WKAR Public Media**

**WLNS-TV (Lansing)**

**WMUK-FM (Kalamazoo)**

**WNEM-TV (Saginaw)**

**WOODTV8 (Grand Rapids)**

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## **Jamie Harrington**

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**From:** Rachel Krause <krause@michmab.com>  
**Sent:** Monday, April 13, 2020 1:34 PM  
**To:** Jamie Harrington  
**Subject:** Media Show EEO Letter  
**Attachments:** 20 Media Show EEO Letter\_Adell Broadcasting.pdf; 2020mabshow\_careerfair.pdf

Hi Jamie,

I hope you are doing well and staying safe. I apologize for being so late in getting this EEO letter to you-I have been trying to locate a picture of your career fair booth to include in this email but I have been unable to locate one. Unfortunately the photographer did not take a picture of your booth during the career fair (we reviewed all images to be sure, including the ones that didn't make her final cut).

I have the EEO letter and career fair flyer that verifies your participation in the event, attached. In the event of an audit, you can reach out to us again and we will be happy to verify your participation once again.

On another note, I hope both you and your son enjoyed the awards lunch! Congrats to him on his award.

Best,  
Rachel

**Rachel Krause**  
Michigan Association of Broadcasters  
820 N. Capitol Ave.  
Lansing, MI 48906  
517-484-7444  
[www.michmab.com](http://www.michmab.com)



## Jamie Harrington

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**From:** Mathew Treadwell <treadwell@michmab.com>  
**Sent:** Monday, March 9, 2020 3:15 PM  
**To:** Jamie Harrington  
**Subject:** Post-Show Attendee List  
**Attachments:** Post-Event Great Lakes Media Show 2020 Attendee List for Exhibitors.xlsx

Hello,

Thank you again for being a part of the 2020 Great Lakes Media Show. Attached is your post-event attendee email list. If you have any questions or other needs, please do not hesitate to reach out.

Thank you,

- Matt

----

**Mathew Treadwell**  
*Marketing & Communications Manager*  
Michigan Association of Broadcasters

820 N. Capitol Ave.  
Lansing, MI 48906  
[517-484-7444](tel:517-484-7444)  
[www.michmab.com](http://www.michmab.com)

## **Jamie Harrington**

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**From:** Rachel Krause <krause@michmab.com>  
**Sent:** Monday, February 24, 2020 11:04 AM  
**To:** Jamie Harrington  
**Subject:** Media Show Career Fair Logistics

Hi Jamie,  
Thanks again for registering WADL for the career fair at the Media Show. Here are a few notes:

Wednesday 3/4/20  
The Lansing Center  
333 E Michigan Ave, Lansing, MI 48933  
Exhibit Hall B

WADL-TV Career Fair Representative:  
Jamie Harrington (Exhibit Hall/Career Fair only registration)

Please check in at registration then head towards the back of the exhibit hall to find the WADL-TV table.

Table Set-up: 12:30-1:30  
Career Fair: 1:30-3:30  
Break down: please have everything cleaned up by 4:00

The booth includes a 6' skirted table and 2 chairs.

Thanks!

**Rachel Krause**  
Michigan Association of Broadcasters  
820 N. Capitol Ave.  
Lansing, MI 48906  
517-484-7444  
[www.michmab.com](http://www.michmab.com)

**SAVE THE DATE**

Career Services

# JOB FAIR

MACOMB COMMUNITY COLLEGE  
South Campus Sports & Expo Center

**April 22, 2020**  
**4-7pm**

Cost is \$100 for a table, two representatives permitted, and includes a light dinner. Registration begins January 7, 2020 and can be completed by clicking on the events tab of MacombCareerLink: [www.macomb.edu/mcl-employer](http://www.macomb.edu/mcl-employer)

We look forward to seeing you at the job fair!

CAREER SERVICES

[careerservices@macomb.edu](mailto:careerservices@macomb.edu)  
[www.macomb.edu](http://www.macomb.edu)  
581.445.7121  
South Campus G 309  
Center Campus 11109



Macomb Community College  
*Discover. Connect. Advance.*

*Best,*

*Kim Goss- CDF  
Employer Development Coordinator  
Career Services  
586.286.2068*

## Jamie Harrington

---

**From:** gossk71=macomb.edu@mg.gradleaders.com on behalf of Macomb Community College  
<gossk71=macomb.edu@mg.gradleaders.com>  
**Sent:** Monday, January 6, 2020 3:54 PM  
**To:** Jamie Harrington  
**Subject:** Macomb Community College Job Fair 2020 registration is now OPEN!

Dear Employer:

Macomb Community College is inviting you to participate in; **Job Fair 2020**, on **Wednesday, April 22<sup>nd</sup> from 4:00 p.m.-7:00 p.m.** It will be located at **Macomb Community College-South Campus 14500 E. 12 Mile Road Warren Michigan 48088**, in the **Sports and Expo Center P Building**.

If you plan to attend **Job Fair 2020**, please register by logging into your [MacombCareerLink](#) account at [www.macomb.edu/mcl-employer](http://www.macomb.edu/mcl-employer). See below or attached for additional details on how to register.

**Since space is limited, all registrations will be handled on a first-come, first-serve basis. Example- the first paid registered "Walmart" will get the table or the first paid registered "Century21" will get the table. We suggest that you partner with your other locations to register together to avoid company duplication's.**

**\*\*First-time users: please create an account**

**\*\*Returning users: Please enter your username and password or use your email address to locate the account**

- Once on the *Welcome* page
- Click on the **Event** tab to the left under the *dashboard*
- Click on **Add Request+** top right of the *Company Events* page
- Pull down *OCR Event Type* and select **Career Fair**
- Click **"YES"** to terms and conditions
- **Complete the entire registration request form and pay by screen**

**There is a registration fee of \$100.00 and employers will not be considered registered until full payment is received.** Included in this fee will be an 8' table with a white table cloth, 2 chairs, and light dinner for 2 representatives. If you wish to have more than 2 representatives, a fee of \$25.00 will be required for each additional person. Electrical hookups are available but are limited and are located on the side and back walls.

There are several ways to complete payment, including credit card, check or money order, **NO CASH** option. All options are located on the **PAY BY** screen of the request to register form. *There is NO fee for non-profits.org or government entities .gov-you still need to complete the registration request form.*

Macomb Community College in co-sponsorship with the City of Warren will do all the advertising and promotion of the event through various platforms. We have over 260 employer and community partners with

## Jamie Harrington

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**From:** Rhonda Mays  
**Sent:** Tuesday, November 19, 2019 4:14 PM  
**To:** Jamie Harrington  
**Subject:** Public Service

David Bangura – President and General Manager of WADL –TV and 910am Superstation and myself, Rhonda Mays, National Sales Manager of WADL-TV and Sales Manager of 910Am Superstation were invited by Mrs. Jillian Maygan, English teacher at Hazel Park High School to speak to her AP English Language class about Advertising and emotional writing as it relates to commercials. We also spoke to the class about the careers available in broadcast TV/Radio.

Mrs Maygan gave her students an assignment to write a script for a :30 commercial about the city of Hazel Park, she also wants them to shoot and edit the commercial.

We explained the process of writing a commercial, of the elements a successful commercial should contain and how to get it done.

The class was very engaging and asked lots of questions as it related to TV, radio and commercials.

### **Rhonda Mays National Sales Manager**

WADL Detroit  
35000 Adell Drive  
Clinton Township, MI 48035  
Station phone: (586) 790-3838  
Direct Line: (586) 840-3013  
Cell: (248) 752-6144  
Fax: (586) 790-4569



**TV-38**



[www.wadldetroit.com](http://www.wadldetroit.com)

## Jamie Harrington

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**From:** Indeed for Employers <no-reply@indeed.com>  
**Sent:** Friday, January 10, 2020 11:45 AM  
**To:** Jamie Harrington  
**Subject:** Your Credit Manager job is live on Indeed!

 **indeed** for employers

## Your job is live!

Your Credit Manager role for Adell Broadcasting Inc. in Southfield, MI is ready for job seekers to see!



[View the posting](#)



**Have questions?**  
Contact Client Services  
[1-800-430-6955](tel:1-800-430-6955)

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6433 Champion Grandview Way, Building I, Austin, TX 78750

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# Submit a Job Opening

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## Careers

[\(https://www.michmab.com/careers/\)](https://www.michmab.com/careers/)

The Michigan Association of Broadcasters is committed to

the principal and practice of equal employment opportunity.

Unlawful discrimination on the basis of race, sex, religion,

age, national origin, height, weight, marital status, sexual orientation or disability is not practiced by the MAB and will not be tolerated. Any questions or problems related to this policy or any perceived deviation from the policy should immediately be brought to the attention of The President.

## Submit a Job Opening

Job Bank

bank/)

Current Openings & Internships

[\(https://www.michmab.com/careers/current-openings-internships/\)](https://www.michmab.com/careers/current-openings-internships/)

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Career Fairs

[\(https://www.michmab.com/careers/career-fairs/\)](https://www.michmab.com/careers/career-fairs/)

MAB Careers/EEO

Resolution [\(https://www.michmab.com/careers/mab-careers-eeo-resolution/\)](https://www.michmab.com/careers/mab-careers-eeo-resolution/)

Job Title

Credit Manager

Location (optional)

Southfield MI

Leave this blank if the location is not important

Job type

\* Full Time

Click and choose a Job category

\* Other

Enter a

Description of

the Job Opening:

Rich text editor toolbar with buttons for Bold (B), Italic (I), Bulleted List, Numbered List, Link, Unlink, Undo, and Redo. Below the toolbar is a large text area for entering the job description.

# MAB Seeks Director of Education and Programs

Read More (<https://www.michmab.com/job/program-event-director/>)

<https://www.facebook.com/MAB-Michigan-Association-of-Broadcasters-81088237363/>

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Requirements [CAREERS \(HTTPS://WWW.MICHMAB.COM/CAREERS/\)](https://www.michmab.com/careers/)

(Experience, [ABOUT \(HTTPS://WWW.MICHMAB.COM/ABOUT/\)](https://www.michmab.com/about/)

Education, Etc.) [EAS & FCC \(HTTPS://WWW.MICHMAB.COM/EAS-FCC/\)](https://www.michmab.com/eas-fcc/)

(optional) [MEMBERS \(HTTPS://WWW.MICHMAB.COM/MEMBERS/\)](https://www.michmab.com/members/)

excellent quality services. The ideal candidate has a positive attitude, excellent interpersonal skills, is a great team player, and has the ability to prioritize to meet deadlines and multitask in a dynamic working environment.

Strong proficiency in Microsoft Office, especially Excel

Working knowledge of Wide Orbit Traffic and Accounting CS software

How to apply

(optional)

**B I** [List Icon] [List Icon] [Link Icon] [Image Icon] [Undo Icon] [Redo Icon]

Please email your Resume to [jamie@wadldetroit.com](mailto:jamie@wadldetroit.com)

\*no phone calls please

Application

Deadline (optional)

Application

email/URL (If



MAB Seeks Director of Education and Programs

[Read More \(https://michmab.com/job/program-event-director/\)](https://michmab.com/job/program-event-director/)

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[t \(https://twitter.com/MichBroadcaster\)](https://twitter.com/MichBroadcaster)

[in \(https://www.linkedin.com/company/587967\)](https://www.linkedin.com/company/587967) Michigan Association of Broadcasters (/)

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## Company Details

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Call Letters

Adell Broadcasting WADL

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Please enter your call letters. If not a station, enter Company Name. For blind listings, enter "BLIND"

[CAREERS \(HTTPS://WWW.MICHMAB.COM/CAREERS/\)](https://www.michmab.com/careers/)

Company Name

Adell Broadcasting WADL [HTTPS://WWW.MICHMAB.COM/ABOUT/](https://www.michmab.com/about/)

(optional)

[EAS & FCC \(HTTPS://WWW.MICHMAB.COM/EAS-FCC/\)](https://www.michmab.com/eas-fcc/)

Please enter your company or corporate name if not entered above. For blind listing, enter "BLIND"

[MEMBERS \(HTTPS://WWW.MICHMAB.COM/MEMBERS/\)](https://www.michmab.com/members/)

Website (optional)

Adell Broadcasting WADL

Logo (optional)

WADL new signature.jpg

Maximum file size: 100 MB.

By clicking the "submit" button above, you are verifying that your company is an equal opportunity employer.

[ABOUT \(HTTPS://WWW.MICHMAB.COM/ABOUT/\)](https://www.michmab.com/about/)

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[EAS & FCC \(HTTPS://WWW.MICHMAB.COM/EAS-FCC/\)](https://www.michmab.com/eas-fcc/)

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[in \(https://www.linkedin.com/company/585067\)](https://www.linkedin.com/company/585067) Michigan Association of Broadcasters (/)

**Michigan Association of Broadcasters**

820 N. Capitol Avenue

Lansing, MI 48906

Search



MABF (<https://www.michmab.c>)

[COMMUNITY SERVICE \(HTTPS://WWW.MICHMAB.COM/COMMUNITY-SERVICE/\)](https://www.michmab.com/community-service/)

Phone: 517.484.7444

**Toll-Free: 800.968.7622 (1-800-YOUR-MAB)**

Fax: 517.484.5810

[ADVOCACY \(HTTPS://WWW.MICHMAB.COM/ADVOCACY-2/\)](https://www.michmab.com/advocacy-2/)

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2020



TOP

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# Submit a Job Opening

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The Michigan Association of Broadcasters is committed to the principal and practice of equal employment opportunity.

Unlawful discrimination on the basis of race, sex, religion, age, national origin, height, weight, marital status, sexual

orientation or disability is not practiced by the MAB and will not be tolerated. Any questions or problems related to this policy or any perceived deviation from the policy should immediately be brought to the attention of The President.

## Submit a Job Opening

**SUCCESS!** Your Job Opening has been submitted for review.

[Create a new job!](#)

<https://michmab.com/careers/submit-a-job-opening/?new=1&key=5b1ad63fc37f6>

Job Title

Credit Manager

Location (optional)

Southfield MI

Leave this blank if the location is not important

Job type

Freelance  
Full Time  
Internship  
Part Time

MAB Seeks Director of Education and Programs

Click and choose Read More (<https://michmab.com/job/program-event-programming-director/>)

Facebook (<https://www.facebook.com/MAB-Michigan-Association-of-Broadcasters-1038227363/>)

Twitter (<https://twitter.com/MichBroadcaster/>)

LinkedIn (<https://www.linkedin.com/company/585067/>) Michigan Association of Broadcasters (/)

Search MABF (<https://www.michmab.com>)

Enter a Description of the Job Opening: COMMUNITY SERVICE (HTTPS://WWW.MICHMAB.COM/COMMUNITY-SERVICE/) ADVOCACY (HTTPS://WWW.MICHMAB.COM/ADVOCACY-2/) PROGRAMS & EVENTS (HTTPS://WWW.MICHMAB.COM/PROGRAMS-EVENTS/) CAREERS (HTTPS://WWW.MICHMAB.COM/CAREERS/) ABOUT (HTTPS://WWW.MICHMAB.COM/ABOUT/) EAS & FCC (HTTPS://WWW.MICHMAB.COM/EAS-FCC/) MEMBERS (HTTPS://WWW.MICHMAB.COM/MEMBERS/)



Requirements (Experience, Education, Etc.) (optional)

Job Duties
- Generate advertiser invoices and statements
- Collect outstanding accounts receivable in efforts to control bad debt

How to apply (optional)

Please email your Resume to jamie@waddetroit.com
\*no phone calls please



MAB Seeks Director of Education and Programs

Application Read More (https://michmab.com/job/program-event-director/)

2020-02-29

Deadline (optional)

(https://www.facebook.com/MAB-Michigan-Association-of-Broadcasters-81038227363)

Search



(https://twitter.com/MichBroadcaster)

MABF (https://www.michmab.c

(https://www.linkedin.com/company/585067)

Michigan Association of Broadcasters (/)

Application

jamie@wadldetroit.com

email/URL (if

COMMUNITY SERVICE (HTTPS://WWW.MICHMAB.COM/COMMUNITY-SERVICE/)

applicable)

ADVOCACY (HTTPS://WWW.MICHMAB.COM/ADVOCACY-2/)

(optional)

PROGRAMS & EVENTS (HTTPS://WWW.MICHMAB.COM/PROGRAMS-EVENTS/)

CAREERS (HTTPS://WWW.MICHMAB.COM/CAREERS/)

## Company Details

ABOUT (HTTPS://WWW.MICHMAB.COM/ABOUT/)

Call Letters

EAS & FCC (HTTPS://WWW.MICHMAB.COM/EAS-FCC/)

Adell Broadcasting WADL

MEMBERS (HTTPS://WWW.MICHMAB.COM/MEMBERS/)

Please enter your call letters. If not a station, enter Company Name. For blind listings, enter "BLIND"



Company Name

Adell Broadcasting WADL

(optional)

Please enter your company or corporate name if not entered above. For blind listing, enter "BLIND"

Website (optional)

http://Adell%20Broadcasting%20WADL

Logo (optional)



[remove]

Choose File No file chosen

Maximum file size: 100 MB.

Submit for Review

By clicking the "submit" button above, you are verifying that your company is an equal opportunity employer.

MAB Seeks Director of Education and

Programs [Read More \(https://michmab.com/job/program-event-director/\)](https://michmab.com/job/program-event-director/)

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### Michigan Association of Broadcasters

820 N. Capitol Avenue

Lansing, MI 48906

[EAS & FCC \(HTTPS://WWW.MICHMAB.COM/EAS-FCC/\)](https://www.michmab.com/eas-fcc/)

[MEMBERS \(HTTPS://WWW.MICHMAB.COM/MEMBERS/\)](https://www.michmab.com/members/)

**Phone:** 517.484.7444

**Toll-Free:** 800.968.7622 (1-800-YOUR-MAB)

**Fax:** 517.484.5810

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## Jamie Harrington

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**From:** Jamie Harrington  
**Sent:** Friday, January 10, 2020 10:14 AM  
**To:** 'Malea Howard'; 'Malea Howard'  
**Subject:** WADL job Posting

**Importance:** High

Please post the following job on the WADL Website, once the position is filled, I will alert you to remove it

Thank you

**Jamie Harrington**  
Executive Administrator

☎ 586.790-3838 Ext 3015  
Alt. Number 248.357-4566  
✉: [jamie@wadldetroit.com](mailto:jamie@wadldetroit.com)

**"ENTERTAINMENT FOR EVERYONE"**



### Adell Broadcasting Corporation

35000 Adell Drive • Clinton Township, MI 48035-2814 • Ph: (586) 790-3838 • Fax: (586) 790-3841 • [www.wadldetroit.com](http://www.wadldetroit.com)

### Credit Manager

Adell Broadcasting Inc has an immediate opening for a highly motivated, detail-oriented credit manager to provide excellent quality services. The ideal candidate has a positive attitude, excellent interpersonal skills, is a great team player, and has the ability to prioritize to meet deadlines and multitask in a dynamic working environment.

### Job Duties

- Generate advertiser invoices and statements
- Collect outstanding accounts receivable in efforts to control bad debt
- Posting of cash/credit card payments
  
- Interact with account executives and clients to research and resolve receivable, billing, and payment issues
- Perform month end general ledger account reconciliations

POST A JOB

# Preview Job

By pressing confirm, you agree that this job will be posted and applications will be processed in accordance with Indeed's [Cookie Policy](#), [Privacy Policy](#) and [Terms of Service](#). You consent to Indeed informing a user that you have opened, viewed or made a decision regarding the user's application.

## Job Title

Credit Manager

Edit

## Company

Adell Broadcasting Inc.

Edit

## Location

Southfield, MI

Edit

## Street Address

20733 West 10 Mile Road, Southfield, MI, USA

Edit

## Salary

\$30,000.00 per year

Benefits: Health insurance, Dental insurance, Vision insurance, Paid time off

Edit

## Job Type

Full-time

Edit

## Job Description

Adell Broadcasting Inc has an immediate opening for a highly motivated, detail-oriented credit manager to provide excellent quality services. The ideal candidate has a positive attitude, excellent interpersonal skills, is a great team player, and has the ability to prioritize to meet deadlines and multitask in a dynamic working environment.

Edit

### Job Duties

- Generate advertiser invoices and statements
- Collect outstanding accounts receivable in efforts to control bad debt
- Posting of cash/credit card payments
- Interact with account executives and clients to research and resolve receivable, billing, and payment issues
- Perform month end general ledger account reconciliations
- Generate month end accounts receivable and revenue reporting
- Assist with reconciling accounts receivable to general ledger
- Reconcile daily broadcast logs
- Other responsibilities as needed

- **Requirements and Key Competencies**
- 2+ years accounts receivable, credit and collections, and general accounting experience
- Bachelor degree in Accounting is a plus
- Accuracy, attention to detail, and ability to meet tight deadlines
- Proactive analytical, problem solving and reconciliation skills
- Excellent people skills and can do attitude skills and oral/written communication
- Strong proficiency in Microsoft Office, especially Excel
- Working knowledge of *Wide Orbit Traffic* and Accounting CS software applications is a plus

### **Applicant Qualifications**

Edit

-

### **Language**

Edit

English

### **Expected Hiring Date**

Edit

2 to 4 weeks

### **Hires Needed**

Edit

1

### **Additional Job Details**

Edit

Work Location: One location

Schedule: Monday to Friday, No weekends, Day shift

### **Application Settings**

Edit

Apply method: Email

Email: jamie@wadldetroit.com

### **Selected Assessment Types**

Edit

No assessments will be sent.

[Back](#)

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