

Barbara Allen

From: Jennifer McCormick
Sent: Friday, July 15, 2016 12:19 PM
To: Barbara Allen
Subject: Re: Job Opportunity - Payroll Accountant

Schedule for 2:07 this afternoon!

Jennifer McCormick
Marketing Manager | OPB
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From: Barbara Allen <ballen@opb.org>
Date: Thursday, July 14, 2016 at 4:33 PM
To: Jennifer McCormick <jmccormick@opb.org>
Subject: RE: Job Opportunity - Payroll Accountant

Perfect – thank you!!

From: Jennifer McCormick
Sent: Thursday, July 14, 2016 4:32 PM
To: Barbara Allen <ballen@opb.org>
Subject: Re: Job Opportunity - Payroll Accountant

Hi Barb,

I'm out of the office this afternoon, but will get this up on Twitter tomorrow morning.

Thanks,
Jenn

Sent from my iPhone

On Jul 14, 2016, at 4:24 PM, Barbara Allen <ballen@opb.org> wrote:

Good afternoon, OPB!

We have a new job opportunity to announce – details are below. As always, please forward the information to anyone you think may be interested, or post it to Twitter, Facebook, LinkedIn, etc. I do ask that if you repost it anywhere, please be sure to let me know (don't forget to include info about where you posted). OPB has to track that information for the annual hiring report we provide to the FCC. Also - if you repost and use hash tags, please include #pubjobs, #mediadiversity and #nprjobs.

Thanks!

Barb

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Barbara Allen
OPB HR Coordinator
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OPB Seeks Payroll Accountant

OPB seeks a skilled professional who enjoys taking the initiative and balancing multiple priorities to join our Finance team. Our Payroll Accountant is responsible for processing payroll and accounts receivable, along with preparation of related journal entries and account reconciliations. For more information and instructions on how to apply, go to: <http://www.opb.org/about/careers/>. OPB is an Equal Opportunity Employer.