



Liberty Media Corporation

Accounts Payable Specialist / Administrative Assistant

Englewood, CO

Dept: Accounting

Reports To: Senior Accountant & SVP
Controller

Classification: Non-exempt

Description

Ranked in the top five by the *Denver Business Journal* in a review of **Best Places to Work** among large companies, Liberty Media Corporation, located in the Meridian office park area in south Denver, is a dynamic organization that owns a broad range of media, communications and entertainment businesses and investments. The team at Liberty Media also manages Qurate Retail, Inc., as well as Liberty Broadband Corporation, Liberty Expedia Holdings, Inc., and Liberty TripAdvisor Holdings, Inc.

We have an immediate opening for an **Accounts Payable Specialist / Administrative Assistant** to join our **Accounting** team. This position will serve as the administrative assistant to the accounting department and will perform multiple functions related to the Company's accounts payable and accounting close processes.

Essential Functions

Accounts Payable Duties (80%)

- Performs accounts payable duties, including keying invoices and wires, and cutting checks as required.
- Prepare monthly accruals as required.
- Assist with monthly journal entries, including preparation, keying and posting.
- Prepare monthly intercompany and accounts receivable billings.
- Audit expense reports, timesheets and maintain 401(k) spreadsheets.

- Assist in sales and use tax tracking.
- Process expense reimbursement payments.
- Audit American Express BTA.
- Maintain vendor files and archive Accounts Payable documentation, as required.

Administrative Duties (20%)

- Manage and coordinate calendars and schedules of department members.
- Manage expense reporting and reimbursement process for department members.
- Assemble materials for quarterly Audit Committee meetings.
- Obtain signatures for SEC filings and Representation Letters
- Prepare quarterly work paper binders
- Register department members for trade and continuing education conferences.
- Answer telephones, take messages, and transfer calls as necessary.
- Schedule and plan meetings and conferences and arrange conference calls.
- Order and maintain office supplies for the Accounting department.
- Make arrangements for business travel and meetings, including hotel, air and ground transportation requirements.
- Perform other general clerical duties, as assigned.

Qualifications

- High school diploma or GED required; college degree preferred.
- Accounting or accounts payable experience required. A minimum of 3 years of experience preferred.
- Administrative assistant experience required.
- Ability to accurately and quickly process invoices and maintain the speed and efficiency of the accounts payable process.
- Ability to accurately prepare and maintain complex records, reports and files.
- Ability to work under pressure, both independently and in collaboration with others, in order to meet deadlines. Ability to work in an organized fashion, manage time effectively, take initiative, meet deadlines and multitask.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain confidentiality and strong ethical standards.
- Ability to make well-informed decisions and exercise good judgment and discretion in a fast paced environment and in a variety of situations, including in the absence of express direction.
- Excellent computer skills required. Proficiency in Microsoft Word, Excel, Outlook, and Power Point preferred.
- Ability to interact positively with co-workers, supervisors, Company personnel, outside vendors and third parties.

To apply for this position, please email your resume with a cover letter addressed to Liberty Media at jobposting1@libertymedia.com. No phone calls please. No unsolicited 3rd party agencies.

Liberty Media is an equal opportunity and drug-free workplace employer.