

NAACP EXHIBIT 37

Federal Communications Commission

Docket No. 94-10 Exhibit No. 37

Presented by NAACP

Disposition { Identified 6-23-94
Received _____
Rejected _____

Reporter A. White

Date 6-23-94

Memo to: The Board of Directors
Memo from: Daryl H. Haake
Subject: Detailed job description of Business Manager
Date: April 10, 1986

Major responsibilities include planning and control through formulation of accounting and costing standards and procedures, preparation of financial statements, cost controls, maintenance of books of accounts, custody of Station funds and securities. Supervises the Building maintenance and provides for the purchasing of all Station Supplies and materials and subsequent inventory control. Supervises the use and control of Computer equipment. Develops formats and programs for the efficient use of data processing equipment in order to provide additional management tools.

TYPICAL FUNCTIONS:

I. FINANCIAL AND CASH MANAGEMENT

1. Deposit of funds in Banks.
 - a. Upon receiving receipts from Paula, endorse each check.
 - b. Run an adding machine tape.
 - c. Write up the bank deposit.
 - d. Take the deposit to the bank.
 - e. Enter each deposit into the computer, double check all entries, and post to the General Ledger.
2. Payment of Station obligations through proper disbursement procedures.
 - a. As each invoice is received, check to see if it was paid, if not check to see we are billed the correct amount.
 - b. Code each invoice as to vendor and to the account to which it is charged.
 - c. Enter each invoice to the Accounts Payable on the computer.
 - d. Run the necessary reports for the auditors.
 - e. Program the computer to print out each check.
 - f. Match each invoice with the check, sign each check and code each invoice with the check number and date it was paid.
 - g. Attach the second copy of the check with the invoice .
 - h. File all invoices in alphabetical order by vendor.
 - i. Run the check payment list and do the postings necessary on the computer.
3. Maintain records of all cash transactions.

- 4. Management of the petty cash and the bank balances.
- 5. Forecast disbursements.
- 6. Maintain a system of accounting and cost reports to assist management.
- 7. Prepare prescribed financial reports according to established schedules.
- 8. Assists in the preparation of annual budgets.
- 9. Prepare reports to Governmental agencies.

II. PURCHASING

- 1. Negotiate and arrange for the purchase of all material, equipment and supplies.
- 2. Keep a close check on the availability of all necessary supplies.
- 3. Secure quotations and place purchase orders.
- 4. Maintain a constant study of purchasing policies, current prices, sources of supply, inventory practices to ensure maintenance of most economical policies and procedures.
- 5. Arrange for disposal of scrap, obsolete equipment and supplies.
- 6. Negotiate the purchase of services contracts for the building and equipment.

III. BUILDING MAINTENANCE AND SERVICES

- 1. Provide for and supervise telephone answering and receptionist activities.
- 2. Provide for the care and maintenance of building interior and exterior.
- 3. Arrange for necessary office equipment, furniture and supplies.
- 4. Control and maintain parking and adjacent areas.
- 5. Supervise custodian and/or custodial services.

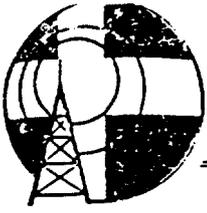
IV. COMPUTER

- 1. General Ledger transaction entry.

2. Develop and maintain formats for Financial Statements and reports. Generate such Financial Statements and Reports that are required for good accounting principles.
3. Maintain Donors records, various mailing lists and generate donors receipts and thank you notes.
4. Generate the mailing labels for our mailings. (This is usually a six hour job in one sitting.)
5. Develop and assist in developing any additional accounting, record keeping, data processing, or word processing procedures that the station determines to be necessary.
6. Do a system administration back-ups, at the least monthly. (This takes four-five hours.)
7. Make other back-ups that are deemed necessary. (This usually takes thirty minutes to one hour each.)
8. Explore various means and methods to use other programs available on the computer.

V. MISCELLANEOUS

1. Work with the Post Office and delivery services in the interests of service to the Station.
2. Maintain relation with the Seminary as to services and grounds.
3. Assist in the performance evaluation and salary administration of assigned personnel.
4. Delivery and pick-up of the various printing jobs needed for the Station.



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In Re: Business Manager - Daryl Haake

Reports to - The Director of Administration

Position Qualifications

Essential

Degree in Accounting and Bookkeeping.

Working knowledge in the operation of the computer.

Other Desirable

Familiarity with all areas of the Synod, its structure and organization.