Business Manager

Do you love working with numbers and have solid finance knowledge? Are you able to manage multiple deadlines and are capable of working independently in a team environment? Then Imagicomm may be the perfect fit for your next career move!

KPVI-HD, KAYU-TV, and KFFX-TV covering: Pocatello/Idaho Falls, ID; Spokane, WA; and Yakima-Tri Cities, WA are seeking a qualified Business Manager to assist in the financial aspects of these television station operations. Location can be at the KPVI studios in Pocatello, ID or the KAYU studies in Spokane, WA. Candidates are required to report on-site at the office location of his/her choice. This is not a remote position.

Qualifications
- You are an organized and accurate Business Manager that independently performs assignments with limited instructions.
- You can determine and develop analytical approaches to assignments and solutions.
- You have advanced excel skills and your written and verbal communication skills are polished.
- You have a bachelor's degree or equivalent experience in accounting, finance, or related field.
- Three or more years of similar or related experience.

Responsibilities
- Receive and post advertiser payments, journal entries, and more as required.
- Review and code all accounts payable invoices assuring validity and accuracy.
- Monthly billing and management of accounts receivable.
- Billing adjustments and other tasks required utilizing Stations’ traffic systems.
- Manage Stations’ trade, as required.
- Prepare month end journal entries for each market in the required format and on the deadlines required.
- Perform month-end and year-end close tasks.
- Prepare and review revenue reports, commissions, and expenses to ensure they are recorded appropriately on a monthly basis.
- Complete financial monthly reporting process by reviewing actuals vs budget, variance analysis, trends, etc.
- Manage credit applications for new advertisers as well as establish credit lines and assist with collections.
- Assist and support in budgets and forecasting.
• Verify the accuracy of the general ledger by investigating variances, identifying, and resolving issues, and ensuring all transactions are accounted for in accordance with GAAP.
• Annual EEO reporting.
• Assist with job postings and management of required documentation for proper EEO reporting.
• Help the department leaders identify and improve the overall profitability of the Stations.
• Human Resources assistance, as required.
• Effectively communicate with internal and external team members.
• Other duties as assigned.

Competitive benefits & pay

• 401(k)
• 401(k) matching
• Dental insurance
• Health insurance
• Life insurance
• Vision insurance
• Paid time off + holidays

Join our team! Send cover letter and resume to Becky Swan at bswan@imagicomm.com. No phone calls please.

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