



Job Announcement **Revenue Manager**

Georgia Public Broadcasting (GPB) is hiring a Revenue Manager that will work in the Finance department and is responsible for managing all revenue operations in accordance with GAAP, State of Georgia law and state policies. The Revenue Manager will report to the Director of Finance. GPB is a statewide dual licensee comprised of 9 PBS television stations and 22 NPR radio stations that broadcast across the state of Georgia.

Candidate Responsibilities:

- Responsible for ensuring all Commission and Foundation revenue entries (e.g. invoices and deposits) are booked.
- Supervises the Accounts Receivable Accountant.
- Maintains and reviews revenue contracts and aging reports. Works with departments to ensure proper invoicing and collections.
- Reviews all data entry daily to ensure accuracy of work. Determines appropriate corrective action to take when faced with discrepancies.
- Performs GL reconciliations using available AR queries and according to SAO policies.
- Analyzes and reconciles accounting data and performs account receivable and general ledger transactions.
- Serves as bank administrator, manages bank account information, bank ledger balances, and approves/processes wire transfers.
- Reviews and records investment activity.
- Responds to inquiries for solution of accounting problems or for information or interpretation from third parties such as banks, auditors, vendors, and governmental entities.
- Assists in the development and/or revision of policies and procedures, as needed.
- Composes and prepares routine correspondence, letters, memoranda, and various other documents; maintains files and records. Additional or related duties as assigned or required.
- Performs additional or related duties as assigned or required.

Candidate Qualifications:

- Bachelor's degree in Accounting/Finance, or related field required.
- Five years of experience in accounting, revenue, or a related field required, managerial experience preferred.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job will be considered.
- Preference will be given to applicants with experience in the State of Georgia's TeamWorks financial application.
- Proficiency in Microsoft Office 365 is required.

We Offer: Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and childcare spending accounts; Disability insurance; and opportunities for training and professional development.

To Apply: Upload resume, cover letter, and list of three references and an applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center WILL BE ACCEPTED.

Salary Commensurate with Experience
Deadline to Apply: Open Until Filled

Georgia Public Broadcasting is an Equal Opportunity Employer.

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