



Position Available

BUSINESS MANAGER

WLJT, public television for West Tennessee, seeks candidates for Business Manager. This position currently reports to the General Manager. The position will be based in Martin, Tennessee. Selected candidate will require little supervision, be a self-starter and have the professional appearance and personality to properly represent WLJT in the community.

Duties will include, but are not limited to:

- Day-to-day operational accounting including purchase orders, payables, receivables, sponsorship billing, banking, and other fiscal transactions.
- Prepare essential reports for outside agencies such as CPB, PBS, FCC, and IRS.
- Manage station payroll including tax reports and payments, W2s, 1099s, and all other necessary IRS and state documentation and deliverables.
- Assist with on-air and special event fund raising activities.
- Represent the station at appropriate community and business events.
- Some evening and weekend hours will be required.

Minimum Qualifications:

- Bachelors degree in an appropriate discipline.
- Demonstrable written and oral communication, organizational, and time management skills.
- At least three (3) years of professional business management, accounting or finance experience.
- Knowledge of and experience with generally accepted accounting principles.
- Proficient with computer technology including Microsoft Office applications and the ability to learn proprietary software applications.

Preferred Qualifications:

- Familiarity with public television programs, operations, and community service.
- Demonstrable proficiency with QuickBooks accounting software.
- Master's degree in an appropriate discipline and five (5) years experience in professional business management.

To apply: send a cover letter describing how your experience/training meets the qualifications, a detailed resume, and three professional references to:

Monica Shumake
General Manager
WLJT-DT
P.O. Box 966
Martin, TN 38237

Application Deadline is October 9, 2009

AA/EOE No phone calls please