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# Example of Programming Manager Job Description

Our company is growing rapidly and is looking for a programming manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for programming manager

* Reconcile transaction by comparing and correcting data from the different sources and systems
* Coordinate with programming and original production teams to ensure most up to date information is included in acquisitions and amortization budgets
* Identify and track balances and accounts for Intercompany versus Third Party Programming
* Participate in Month-End Close Process and perform general accounting functions, such as proposing journal entries, amortization calculation, accruals and account analysis
* Review programming financials on a monthly basis by comparing and evaluating actual results versus budget and forecasts
* Prepare and present to Programming Management the amortization reports on a monthly basis – as required by the Programming team (by title, by Studio)
* Implement and document procedures necessary to maintain and improve internal controls for internal and external audit purpose
* Utilize multiple accounting and programming systems to conduct research and perform analysis
* Execute rollout plans and launch schedules for original content, including US and International series and specials
* Work with other disciplines to solve complex problems

## Qualifications for programming manager

* Familiarity with video editing software a plus
* Computer literacy and database aptitude a must, knowledge of Word for Windows, Lotus Notes, Excel, Access preferred
* Facilitate the creation of all special versions, as requests come from Promotional Scheduling
* Oversee and direct development, integration and maintenance of database platforms –PALS, IBMS, AX, MAGNETAR, MOD – utilized to order, process and inventory broadcast material
* Demonstrated understanding of video, film and file delivery technologies and related applications such as Premiere, Avid
* Identify, develop, coach and manage the Program Directors, Promotions staff, Digital staff and On-Air Talent (in coordination with the Program Director) in the market with the support of the Senior Vice President Programming (SVPP) of the region