



Example of Circulation Manager Job Description

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Our growing company is looking to fill the role of circulation manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for circulation manager

- Involvement in cross team planning, strategy, wash-ups, outlooks etc
- Manage the weekly/monthly flash process to plan for both revenue and expenses
- Ensure timeliness and accuracy of financial reporting and monthly accruals to Finance as part of the period close processes
- Maintain the accuracy of the current revenue and expense reporting systems
- Ensure data integrity through the development of financial controls
- Serve as a liaison between Circulation and Finance departments on financial issues/projects
- In partnership with the VP Circulation and leadership team, provide strategic financial oversight over circulation decisions, opportunities and risks including developing and overseeing key metrics and reporting used to measure these opportunities and risks
- Proactively provide strategic perspective, data, analysis and options to the VP Circulation and other circulation executives on key business drivers to assist in decision making and to drive revenue
- Lead the financial forecasting and budgeting process for the entire circulation division
- With the VP and other circulation executives, review and assess agent/vendor contracts, identify opportunities to save costs, streamline capabilities and enhance functionality

Qualifications for circulation manager

- Ideally have knowledge of the newspaper sector and ideally within a subscriptions business
- Strong and proven creative process management skills
- Proven experience of managing creative agencies, getting the best out of them through quality briefing, relationship management, creative process management
- Proven experience of supplier and partner management – relationship management, financial management, contract creation
- Have strong communication and presentation skills to develop a narrative to sell an idea and tell a compelling story to team members, peers, stakeholders, senior execs, and the board