

# The Etownian

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## POSTION DESCRIPTION

**Job Title:** Business Manager

**Report to:** Managing Editor

**Objectives:** To ensure the smooth financial operation of The Etownian.

## DUTIES AND RESPONSIBILITIES

1. Attend brainstorm meetings each Wednesday at 11 a.m.
  - a. Come prepared with ideas for *all* sections.
2. Prepare invoices
  - a. Deadline: **Fridays at 2 p.m.**
  - b. Check weekly ad list for ads that have run.
  - c. Prepare invoices for all ads.
  - d. Mail out invoices *no later than Friday at 2 p.m.* the day after the ads have run.
  - e. Follow up on any unfulfilled invoices.
3. Mail subscriptions
  - a. Deadline: **Friday at 2 p.m.**
  - b. Maintain subscription list.
  - c. Print labels.
  - d. Mail out subscriptions *no later than Friday at 2 p.m.* the day after the ads have run.
4. Office hours
  - a. The Business Manager is responsible for having two scheduled hours per week that will be spent in the office.
  - b. These hours must be between **9 a.m. and 5 p.m.** (not Wednesday)
  - c. During this time, the Business Manager will be responsible for answering the phone, taking messages and being available to help any walk-ins.
  - d. The Business Manager should e-mail any other editors with messages received during office hours.
5. Manage payments from all sources
  - a. Checks from advertisers will be placed in the Business Manager's office mailbox.
  - b. Checks should be cashed on a weekly basis or as necessary.

6. Make all necessary payments
  - a. Pay the Press and Journal monthly for publication.
  - b. Reimburse all staff expenses.
  - c. Calculate and disburse commission for Ad Manager.
  - d. Pay other bills as necessary.
  
7. Maintain a current budget
  - a. Each week, the Business Manager should calculate ad totals from the week and reevaluate ad goals.
  - b. The Business Manager should review the transaction accounts from the Business Office twice a month and investigate any suspicious charges.
  - c. The Business Manager should remain in contact with the Ad Manager regarding weekly ad goals.
  
8. Fundraisers
  - a. Occasionally, the Business Manager will be required to organize fundraisers for The Etownian.
  - b. These may take the form of car washes, selling playing cards or other entrepreneurial enterprises.
  
9. Attend monthly financial meetings with the Editor, Assistant Editor, Managing Editor and Ad Manager to discuss the state of The Etownian's finances.
  
10. Order all supplies for the office
  - a. This may include paper, toner, etc.
  - b. The college store gives The Etownian a 30 percent discount on certain items.

**REQUIREMENTS AND SPECIFICATIONS**

A. Knowledge Required to Perform at Competent Level:

1. Competant grasp of Microsoft Excel.
2. Competant grasp of Microsoft Word.
3. Familiarity with budgets.
4. Familiarity with the College’s accounting system.
5. Ability to build and maintain a relationship with the Business Office.
6. Ability to communicate well over the phone and through e-mail.
7. Good time management skills.
8. Skilled at organization.
9. Tenacity.

B. Consequence of Error:

1. Failure to attend brainstorm meetings could lead to inability to efficiently come up with stories.
2. Prepare invoices could lead to delayed payments.
3. Failure to mail subscriptions could lead to unhappy subscribers and/or the necessity for refunds.
4. Failure to maintain an accurate budget could lead to severe financial problems.
5. Failure to attend office hours or financial meetings constitutes a lack of effort on the Business Manager’s part.
6. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the Business Manager’s part.

C. The Etownian is an at-will employer. The relationship between the employer and the Business Manager may be terminated at any time for any reason or no reason.

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_