



BUSINESS MANAGER (part-time)

The Link Publication Society Inc. is looking for a part-time Business Manager

August, Sept., Oct., Nov., Jan., Feb., Mar., April: 24 hours/week (3 days/week);

Dec., May, June, July: 16h/week (2 days/week)

Tentative start date: Aug. 28, 2018

The Link Publication Society (The Link) is an independent, student-run, not-for-profit, multiplatform publication at Concordia University in Montreal, Quebec. *The Link* aims to publish stories not usually covered by mainstream media, with a focus on advocacy journalism. Contributors cover student life, as well as local, national and international stories of interest to Concordia students and Montrealers.

Aside from providing oversight of the society's business staff and operations, the Business Manager is responsible for working with *The Link's* editorial staff, volunteers, and Board of Directors in order to support the achievement of the publication's mandate both on and off the page.

The Business Manager provides continuity and support to all of the society's initiatives. They are responsible for developing the budget process and prudently maintaining the annual operating budget in accordance with the mandates of the society and *The Link*. The Business Manager should create, implement and maintain a financial strategy to ensure the stability of the publication. The Business Manager must also operate in accordance with *The Link's* bylaws and standing policies at all times.

In addition to the duties described below, the Business Manager should be attuned to the goings on at *The Link*. They should actively seek to know who the editors are for which areas, the general process for producing each issue, the problems involved therein, and various other details that come with the running of a student publication.

Duties and Responsibilities:

- Maintain and prepare the annual operating and capital budget (with input from the Board of Directors)
- Critically review expenses and suggest where costs can be saved
- Manage cash and investments effectively; deposit checks weekly and maintain petty cash
- Supervise the Sales Manager and Graphic Designer and ensure that they both receive appropriate training as well as the resources needed for their respective positions
- Coordinate with Sales Manager to set advertising rates each year, and lead the annual revision of the advertising media kit in conjunction with the Graphic Designer
- Develop, in conjunction with the Sales Manager, sales targeting and development, and future direction planning
- Promptly issue monthly client invoices and tear sheets for advertising
- Maintain Accounts Receivable and Accounts Payable and ensure Accounts Payable are paid in a timely fashion
- Issue monthly Accounts Receivable statements on overdue accounts
- Maintain accurate records with the advertisers and ensure proper payments are received when due
- Prepare a monthly bank reconciliation, GST-QST returns on a quarterly basis, corporate annual returns and corporate director change notices as needed
- Ensure the monthly remittance of payroll withholdings to Revenue Canada and ensure the issue of T4 forms for all employees
- Facilitate the annual audit

- Ensure all contracts are reviewed annually: insurance, rental/lease agreement, national advertising provider, tech support provider, etc
- General office management: order supplies, co-ordinate maintenance and repair of office equipment
- Supervise the distribution staff in their duties, ensuring the timely delivery of the print edition as well as subscription service and ensure maintenance of the circulation infrastructure
- Attend mandatory business and staff meetings as required. Attend mandatory training sessions provided by, or as directed by, the Editor-in-Chief and/or Society Board of Directors
- Perform additional duties and responsibilities as required by the Society or the Editor-in-Chief

Other Duties:

- Sit as ex officio, secretary-treasurer non-voting member of *The Link's* Board of Directors
- Report on all issues that may be of interest to the Board. Advise the Board on human resources matters
- Provide input on feasibility and fit of new initiatives and programs
- Be consulted on all legal matters and all dealings with legal counsel
- Maintain the records and minutes of all Board of Directors and General Society meetings

Requirements:

- Experience with bookkeeping and accounting practices
- Experience with Simply Accounting (SAGE), Microsoft Office (Excel) and with Mac OS
- Experience in budget maintenance and management
- Management experience in a non-profit organization
- Bilingual, spoken, French and English
- Ability to work occasional irregular hours
- Ability to work autonomously

Assets:

- Bilingual, written, French and English
- Familiarity with Concordia University, its institutions, and the campus milieu
- Ability to work with volunteers
- Good communication skills
- Self-motivated

Working Hours:

August, Sept., Oct., Nov., Jan., Feb., Mar., April: 24 hours/week (3 days/week);

Dec., May, June, July: 16h/week (2 days/week)

With occasional hours outside of regular hours

Salary: \$22.00/hr + 4 weeks vacation

Tentative start date: Aug. 28, 2018

The Link is committed to equity in its policies and practices. We support diversity in teaching, learning and work environments. We encourage applicants to describe the unique contributions that they, as individuals with diverse experiences, would bring to *The Link* in their cover letter. Please also indicate that you would like to be considered for Employment Equity.

Application:

Please submit your resume, with a cover letter, by **Friday, July 27, 2018 at 5:00 P.M. to secretary@thelinknewspaper.ca**

Interviews will be between Aug. 1 and 3, 2018.

Only selected candidates will be contacted.