

Provinz Business Manager

Required Tasks

- maintain a complete list of advertising schedules and their renewal date
- keep track of printing and mailing costs and look for opportunities to reduce costs
- track all expenses and revenue and maintain control of budgeting
- regular contact with Editor on which ads are in and which are out every month and ensure that there is enough advertising to cover the costs of printing and mailing
- work with editor to determine advertising costs and develop advertising package
- setup new advertisers, advertising renewals and contract amounts for correctly invoicing of advertisers

Monthly Schedule

1. Advertisers list with addresses to printers by 20th of each month
2. Invoice data to treasurer by 20th of each month prior to billing
3. Invoices and customer statements created and sent to Provinz for QA by the 1st of the billing month
4. Finalized advertising schedule to the Editor by the 1st of each month
5. All artwork is due by the 10th of each month
6. Invoices emailed to customers by the 3rd of each month by the advertising chair
7. Open invoices provided by the 7th of each month
8. Calls to past due customers to be made prior to the 14th of each month
9. Customers past 90 days to be removed from advertising cycle

Required Time

At month end and beginning of month, 4-5 hrs per week. (Provinz advertising info and subsequent info on billing to Treasurer) For the other two weeks, 1-2 hrs per week.