

Financial Manager (12 hours/month)

- Invoice Funding Organizations (PLVC \$200, LMC \$300, SBCA \$300)
- Pick up mail from post office.
- Deposit all ad and subscription payments in our Sound Community Bank account and record them in Quickbooks On-line.
- Update Google Sheets to record ad prepayments and to allocate the prepayment amount over the time span of the prepayment.
- Reconcile Quickbooks Online with Sound Community Bank statements.
- Pay monthly and annual bills (post office box rental, federal excise tax, Adobe InDesign and acrobat and Intuit Quickbooks Online software and web hosting fees.) Occasionally issue refund to advertisers or pay for office supplies. (1-2 checks/month)
- File annual tax return with Federal government.
- Submit monthly financial report at PLVoice staff meeting.
- Track income vs expenses and determine in consultation with editors if changes need to be made in rates.
- Annually revise the Financial income statement on the last page of the PL Voice magazine.