

Subscription Manager (approximately 2 hours/month)

Requires:

- Basic knowledge of QuickBooks and Excel

Responsibilities:

- Subscribers contact us at subscription@plvoice.org to have magazine mailed to an address.
- Manage subscriber contact information in QuickBooks Online, entering new and changed information and setting delivery zip code to “0” to indicate mailed subscription.
- Generate mailing label file around the 15th of the month: generate file in QuickBooks, export file to Excel, edit file to remove all entries except paid subscriptions, complimentary subscriptions and display advertisers whose business addresses are outside Port Ludlow.
- Email mailing label file to publisher by 15th of each month.
- Maintain mailing label info in QuickBooks (paid subscriptions and free subscriptions).
- Trouble shoot problems when they are reported.
- Contact delinquent subscribers (resend invoices, send email, phone) to encourage payment.

Port Ludlow Voice 10/16/25