

## ***Our Times* magazine is hiring!**

### **Position: Business Manager**

***Our Times* magazine** is seeking a motivated self-starter ready to take on the role of Business Manager. We're able to offer a one-year, part-time contract position of 20 hours a week at \$28 per hour. The position will remain open until it is filled.

*Our Times* is published by a federally incorporated non-profit managed by a volunteer board of directors. The daily operations of the print magazine and online channels are run by a small team of committed individuals working remotely.

Every team member wears a few different hats. Flexibility, as well as regular communication (including virtual meetings), is a key part of our working environment. This role is a great fit for someone who thrives on working independently, but who also welcomes feedback, collaboration, and open communication in a non-hierarchical team structure.

*Our Times* values and respects work-life boundaries, and seeks to promote our pro-union values within the working environment.

If you care deeply about workers' rights, social justice, and climate justice, not to mention independent media, we'd love to hear from you. Experience in or knowledge of Canada's labour movement is also an asset.

Preference will be given to Indigenous, Black and/or racialized candidates. Candidates must be based in Ontario to meet funding requirements for the position.

The key priorities of the Business Manager are advertising, circulation, and financial operations.

### **Here's a list of tasks the position will include:**

#### Advertising:

- Manage advertising clients, advertising sales and contract renewals
- Communicate closely and meet regularly with outreach person and other team members

### Circulation:

- Manage and keep up to date our mailing list of subscribers
- Run regular renewal appeals
- Work with print house and mailing house to fulfill subscriptions
- Manage annual group subscriptions and renewals
- Communicate closely and meet regularly with outreach person and other team members

### Financial:

- Maintain bookkeeping/accounts
- Manage receivables and payables
- Prepare budgets
- Prepare income statements and balance sheets, cashflow reports, and sales reports as required by staff and board
- Manage payroll and payroll source deductions
- Manage CRA and other remittances
- Prepare year-end information for accountants
- Process donations
- Write grants
- Communicate closely and meet regularly with board members and other team members

### Legal:

- Submit Corporations Canada annual filing
- Maintain directors' insurance plan
- Communicate closely and meet regularly with board members and other team members

### **What the right candidate requires:**

- Bookkeeping experience
- Budgeting experience
- Ability to work well both independently and in a group environment
- Thorough knowledge of QuickBooks Online
- Thorough knowledge of Excel
- Some experience with content management software/circulation software would be useful but is not a must.

Send a cover letter and your CV to [outreach@ourtimes.ca](mailto:outreach@ourtimes.ca), with a subject line of “Business Manager position,” at your earliest convenience. **Important: please tell us in your cover letter why you think you would be a great fit at *Our Times*.**

Thank you,

*Our Times*