

# JOURNEYWORKS PUBLISHING

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## **Budget and Financial Manager for Publishing Company**

Journeyworks Publishing is a leading national provider of health promotion materials and content. We are looking for an experienced financial person to help manage our budgeting process and provide strategic and tactical planning support. You should enjoy crunching and analyzing financial data and also have a strong background in general accounting. This is a 50% time position, with flexible hours, benefits and a great working environment in downtown Santa Cruz.

The position will provide financial analysis to support department budget planning and optimization, particularly in the areas of marketing and product development, as well as manage day-to-day activities related to accounting and control.

### **Responsibilities include, but are not limited to:**

Budget Development: Work closely with the three department managers and publisher to build annual budgets and ensure proper forecasting of expenses and income including preparing title/category/market channel sales projections and salary projections.

Budget Management: Submit regular budget updates and make midyear budget revision recommendations. Provide support and management level recommendations on issues related to budget functions and processes and cash flow projections. Prepare data for annual pension plan decisions, US census data, and other government reports.

Accounting: You will manage the general accounting functions for the company including working with our staff and outside accounting service to complete the month-end close process.

ROI Analysis: Develop and maintain financial models for analyzing the effectiveness of marketing campaigns and new product development including sales/breakeven analysis. Provide financial recommendations for developing new products or revising or dropping existing products. Review/provide recommendations for product prices and price increases.

Other Duties: The person in this position will function as a contributing member of the management team, will attend regular management meetings, make recommendations and help determine strategic planning decisions.

This position reports to the Publisher and works closely with the editorial, marketing and fulfillment department managers and our outside accounting service. You will have some task-level supervision of certain staff for their financial-related duties. This is a new position and you will need to be a creative self-starter and independent thinker.

## **Qualifications**

### Training and Experience:

- You must have at least 5 years of hands-on accounting, budget management and/or financial management experience in a company.
- An undergraduate degree in Finance or Accounting is required. An advanced degree is preferred.
- Experience in publishing or manufacturing would be very helpful.

### Knowledge/Skills/Abilities:

- General and project accounting
- Experienced user of Excel, including pivot tables
- Proficiency with QuickBooks and Microsoft Access or similar data base program.
- Proficiency with financial reporting and report development including financial performance analysis, forecasting and budget preparation, and strategic planning
- Demonstrated analytical and problem solving skills, including the ability to identify strengths and weaknesses of alternative solutions and approaches to problems.
- An excellent communicator with ability to work well in team situations.

### Physical Requirements

- Able to walk up and down stairs
- Able to occasionally lift and carry up to 25 pounds (file boxes)

### To Apply

Send a personalized cover letter with resume to Journeyworks Publishing.

Email: [jobs@journeyworks.com](mailto:jobs@journeyworks.com)

Fax: 831-423-8102

Mail: PO Box 8466, Santa Cruz, CA 95061

For more information about Journeyworks, check out the “About Us” section of our website at [www.journeyworks.com](http://www.journeyworks.com).

### **Equal Employment Opportunity Policy**

Journeyworks Publishing recruits, hires, trains and promotes in all job titles without regard to race, color, creed, national origin, gender, sexual orientation, pregnancy, marital status, sex, religion, age, military service, disability or handicap, or any other basis prohibited by federal, state or local law. All other personnel actions such as compensation, benefits, company sponsored training, transfer, demotion, termination, layoff and return from layoff, shall be administered without regard to race, color, creed, national origin, gender, sexual orientation, pregnancy, marital status, sex, religion, age, military service, disability or handicap, or any other basis prohibited by federal, state or local law.

### **At Will Employment Policy**

The employment relationship between Journeyworks Publishing and the employee is an at will relationship. The employment relationship and compensation can be terminated, with or without cause, and with or without notice at any time at the option of either the company or the employee.