

Archdiocese of Louisville
Position Description

Position Title: Sales Support Assistant	Agency: Archdiocesan Communications Office
Number Supervised: N/A	Status: Part time
Accountable to: Editor of <i>The Record</i>	Minimum Hours per week: 21

- I. Position Summary: Support the advertising function of *The Record*, handling accounting functions and ad orders.
- II. Primary Duties and Responsibilities: (See daily, weekly, and monthly task list for more specific information.)
 - Handle inquiries from existing and prospective clients of *The Record* newspaper relating to display ads.
 - Provide ad orders with design specifications to Graphic Designer/Project Manager.
 - Work with the Editorial and Advertising Assistant on classified advertising and handle inquiries when this part-time position is not in the office.
 - Provide support and coordination with sales representatives to ensure customer needs and expectations are met.
 - Schedule ROP advertising and set up new accounts and ads in the system on a weekly basis from information provided by sales representatives and other sources.
 - Check all advertising layouts against ROP run sheet.
 - Carry out accounting functions for The Record, including data entry of payments, generating monthly invoices, weekly reconciliation of credit cards, and monthly reconciliation with Finance Office.
 - Prepare weekly and monthly reports, especially weekly sales reports to ad reps and monthly aging report to Editor and Graphic Designer/Project Manager.
 - Other duties as assigned.
- III. Position Qualifications and Competencies:
 - High school education with some college or related experience.
 - Good verbal and written skills.
 - Ability to interact with a variety of clients by phone and in person.
 - Bookkeeping and financial training or experience.
 - Knowledge of Excel, Word, and related programs.
 - Ability to manage multiple tasks and perform under a deadline.