



The Harbus News Corporation

Harvard Business School
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Assistant General Manager

The Harbus is looking for a part-time (20 hours weekly) Assistant General Manager who will work with the General Manager to oversee The Harbus News, a non-profit business. This is a wonderful opportunity to gain the skills it takes to run a business. Our office is located on the HBS campus. We operate on a student calendar and the office is closed in the summer months. A flexible vacation schedule and healthcare benefits are included. Interested individuals may contact Towne Williams at general@harbus.org or 617.495.6527.

Responsibilities include, but are not limited to:

1. Assist General Manager with financial operations such as:
 - Monthly financial reconciliations
 - Preparation of monthly, quarterly and annual taxes
 - Budget and financial statement analysis on a quarterly basis
2. Prepare weekly advertising invoices, receive payments, process disbursements and conduct bi-monthly payroll
3. Assist Board Chairman with preparations for annual Board meetings
4. Maintain subscription database, weekly mailings and filing of newspaper
5. Front person for mail, telephone and e-mail
6. Ensure office is supplied and equipment is properly maintained; update computers/software as needed
7. Plan social events for Harbus volunteers and staff
8. Shadow General Manager to assume role upon successful completion of Assistant GM role

The ideal candidate will have/be:

1. Strong organizational and managerial skills
2. Resourceful, proactive and independent (productive during slow times)
3. Willing to help others within the organization
4. Polished image and good communication skills (deals with administration, students, answers phones, etc.)
5. Previous financial experience a plus but not required; must quickly learn basic accounting

The Harbus News Corporation is an independent non-profit serving the Harvard Business School community by producing *The Harbus* newspaper and The Harbus online. Founded in 1937, *The Harbus* is Harvard Business School's weekly newspaper, owned and operated by HBS students through The Harbus News Corporation. The Harbus is the principle source of campus news for the HBS community –students, alumni, faculty, administration and the senior executives who attend the school's management programs.