



## STAFF POSITION DESCRIPTION

Updated: September 8, 2009  
Position: Business Manager (Executive Director)  
Supervised by: *Geochimica et Cosmochimica Acta* (GCA) Executive Editor  
Reports to: Geochemical Society (GS) President

### Summary of Position

The Business Manager fills four principal roles: accounting, archiving, office management, and program management. The Business Manager reports to the GS President.

- In the accounting role the Business Manager is responsible for the preparation and accuracy of the GS Business Office financial records and reports.
- In the archivist role, the Business Manager is responsible for the preservation of all Geochemical Society financial records and reports, maintaining the historical records of the Geochemical Society, and maintaining a historical perspective of the society.
- In the role of office manager, the Business Manager ensures that effective office and accounting systems and procedures are developed, implemented, and maintained on a continuing basis and that the GS Business Office operates within approved budget guidelines.
- In the role of program management, the Business Manager is accountable for the effective and efficient planning and oversight of all programs and strategic planning of the Geochemical Society as defined by the Board through the management and/or coordination of the human resources of the Society, including staff, officers, committees, and other volunteers.

This position requires keeping many activities going at one time while coordinating staff personnel and volunteers.

### Dimensions

- Membership: 2,150 members (Professional, Student, Senior) [2008]
- Staff: Business Office: 1 full-time, 1 part-time (equivalent to 0.5 full-time)
- Volunteers: 16 elected Officers and Directors, 10 appointed committees, and 1 other appointed post.
- Annual Operating Budget: \$500,000 [2008]
- Investments: \$800,000, fund raising of \$2,000 per year [2008]
- Grants: NSF (\$30K), EPRI (\$1500) [2008]
- Publications: *GCA* (3400 pages in 24 issues per year), *Special Publications Series* (occasionally 1 volume per year (currently 9 volumes) of 400-1000 pages each), *Geochemical News (GN)* (4 online issues a year, size varies), *Elements* (72 pages in 6 issues per year).



- Meetings: Exhibit at 2 per year (Goldschmidt, Annual GSA), Attend Annual Board Meeting and annual Goldschmidt Forum
- Inquiries: 2000 per year by phone, mail, fax, or e-mail
- Transactions: 3800 dues, subscriptions and publication transactions per year [2008]

## Nature and Scope of Position

In *accounting*, the Business Manager:

1. Originates and completes all journal entries for the Business Office. He/she also reviews all data entered into the accounting system for the Business Office, including cash receipts, cash disbursements, dues and sales, payroll, accounts receivable, and accounts payable. He/she is responsible for the accuracy and preparation of the balance sheet, fund balances, operating statements, general ledger, and subsidiary ledgers and schedules.
2. For the Business Office, analyzes account balances and reconciles these with source documents, investment account statements, or other external sources of comparison
3. Reviews and reconciles all dues, subscription, and book revenues with the computer counts.
4. Prepares internal financial statements at required periods as well as other special reports as requested by the treasurer. He/she also prepares and maintains a variety of accounting schedules including capital equipment list, depreciation, prepaid expenses, accumulated employee leave, and deferred income.
5. Provides all information needed to the auditors regarding the Business Office for their yearly audit of GS financial statements. He/she also answers any questions asked by the auditors.
6. Is responsible for all required federal and district reporting for the Business Office, tax, and nonprofit returns, as well as any state or local sales tax returns resulting from out-of-district events.
7. Develops annually the complete proposed GS budget with the Treasurer, for final approval by the Board. The Business Manager ensures correct input of the Financial Office budget into the financial statements and monitors performance against the budget. This individual is responsible for keeping costs within Business Office budget.
8. Is responsible for ensuring the protection of the fiscal assets of the Business Office through adequate internal control procedures.
9. Provides a quarterly statement to the Treasurer on the status of Business Office finances.

In *archiving*, the Business Manager:

10. Organizes and preserves the GS financial records and reports.
11. Maintains a historical record of GS activities and membership.
12. Develops a historical perspective on the GS.

In *office management*, the Business Manager:

13. Ensures the proper operation, repair, and maintenance of the office space and equipment. He/she reports all maintenance problems promptly to building management and ensures that they are satisfactorily resolved. He/she inspects GS space regularly to ensure the safety and security of GS employees and property. Within the guidelines of the annual budget and other constraints laid down by the Board, the Business Manager has the authority to purchase equipment and contract for services required to carry out any and all projects.
14. Is responsible for hiring, terminating, reviewing performance, and recommending salary adjustments of the Administrative Assistant. He/she ensures that the position is filled with a qualified candidate and that staff member is sufficiently trained to handle his/her responsibilities with minimum supervision. He/she is responsible for processing new hires and keeping all required personnel records of the Business Office

*In program management*, the Business Manager:

15. Maintains and updates a long-range strategy as defined by the Board of Directors, and keeps the current Board aware of progress toward it.
16. Facilitates development of program, organizational, and financial plans with the Board, committees, and other appointed posts, and carries out plans and policies authorized by the Board.
17. Promotes and assists active and broad participation by volunteers in all aspects of GS's efforts
18. Maintains official records and documents, and ensures compliance with federal, district, state, and local regulations.
19. Maintains a working knowledge of significant developments and trends in the administration of 501(c)(3) nonprofit organizations and challenges to scientific organizations.

*More specifically,*

*Geochemical News*

20. *Geochemical News* is a quarterly on-line only newsletter of the Geochemical Society.  
The Business Manager:
  - Assists the GN Editor in correctly publishing the newsletter on the website.
  - Sends emails to the membership when a new issue is published.
  - Receives the issues budget from the GN Editor.
  - With the Treasurer's oversight, issues honoraria checks per the issues budget.
  - Maintains a financial record of GN expenditures.

*Elements Magazine*

21. *Elements* is a bi-monthly magazine (6 issues/year). Each issue focuses on a theme within geochemistry, mineralogy or petrology. It is published jointly with 14 other societies.  
The Business Manager:
  - Provides some of the materials published (list of new members, death notices, registration forms, announcements, committee deadlines, list of contributors, GS

award winners, new publication announcements, ads, order and registration forms, membership application, etc.)

- Collects all Society Page content and submits it to the *Elements* Managing Editor.
- Maintains an archive of back issues.
- Fulfills missing/damaged back issue requests from GS members.
- Updates the digital archive for the *Elements* Magazine website.

#### *Geochimica et Cosmochimica Acta* (GCA) Journal

11. *GCA* is a bi-monthly journal (24 issues/year) of the Geochemical Society and the Meteoritical Society (MS) and is published by Elsevier, LTD. It is available in hardcopy and online. The Business Manager:

- Receives and processes payment for member subscriptions.
- Receives and processes *GCA* member-subscriptions for Meteoritical Society members. These subscriptions are submitted by the Mineralogical Society of America (MSA) (on behalf of MS).
- Submits subscription information to Elsevier.
- Submits change of address and missing issue requests to Elsevier.
- Issues *GCA* online access information to *GCA* subscribers.
- Receives an annual invoice from Elsevier and splits the invoice into a GS-portion and an MS-portion and submits revised invoice to society treasurers.
- Provides basic troubleshooting to member-subscribers who are having difficulty accessing the online journal.
- Provides GS filler pages<sup>1</sup> that are occasionally printed in the journal.

<sup>1</sup> - During production, blank pages sometimes occur at the end of the journal. The publisher can fill these blank pages with GS content.

#### *Geochemistry, Geophysics, Geosystems* (G-cubed) Journal

12. *G-cubed* is an online only journal published by the American Geophysical Union (AGU) and the Geochemical Society.

The Business Manager:

- Receives and processes payment for member subscriptions.
- Submits subscription information to AGU
- Verifies that GS member-subscriptions payments are not duplicated by AGU member-subscriptions.
- Receives periodic invoices from AGU and forwards them to the GS Treasurer for payment.
- Provides basic troubleshooting to member-subscribers who are having difficulty accessing the online journal.

#### *Special Publications (SP) Series and Reviews in Mineralogy and Geochemistry (RIMG) Series and Short Courses*

13. GS is involved in the publication of two series: The Special Publication (SP) Series and the *Reviews in Mineralogy and Geochemistry (RIMG)*. The *SP* series is a collection of related, original papers that honor renowned geochemists. Currently there are nine

titles in the series (as of 2008). The Mineralogical Society of America's *Reviews in Mineralogy* series was changed in 2000 to *RIMG* starting with Volume 39, when GS became a joint publisher. Currently there are 31 *RIMG* volumes in print (v.69 published in 2008). Occasionally a *RIMG* title is associated with a short course. The Business Manager assists the Special Publications Editor by:

- Maintaining inventory of *SP* volumes 1 through 7.
- Ordering inventory as needed for *SP* v.8 from the Society of Economic Geologists
- Ordering inventory as needed for *SP* v.9 from Elsevier, LTD.
- Receiving and processing payment for *SP* book orders.
- Packing and shipping *SP* book orders
- Informing the treasurer and special publications editor of annual *SP* sales and performing an actual physical count of year-end inventory.
- Responding to requests for permission to reproduce articles, text, figures, tables, etc. from copyrighted GS publications. The Business Manager keeps all requests and granted permissions to document diligence in protecting GS copyrights.
- Assisting in the promotion of *SP*, *RIMG*, and *RIMG* Short Courses.
- Occasionally assisting in the administration and execution of the short course.

#### *Society Awards*

14. GS annually recognizes achievements in geochemistry through its award programs (V.M. Goldschmidt, F.W. Clarke, C.C. Patterson, Alfred Treibs, OGD Best Paper, Distinguished Service, Geochemical Fellows, Ingerson Lecture Series, and Gast Lecture Series). The Business Manager:
- Solicits nominations
  - Receives nominations
  - Posts and maintains nominations on a password protected site for review committees to access
  - Assures that the committees meet their responsibilities in a timely manner
  - Assists review committee chairs as required
  - Contacts awardees for photos and information for publication in *Elements* and/or *Geochemical News*
  - Assists in the award ceremonies
  - Takes photos of the event for publication in *Elements* and/or *Geochemical News*.

#### *Student Travel Grant Program*

15. The Geochemical Society annually provides funding to qualified students attending the Goldschmidt conference. The Business Manager works with the conference organizers to make certain there is consensus on how the program will be executed; works with grant writers to secure funding for the program; and works with the STG Program chair in executing the program including:
- Maintaining program guidelines;
  - Soliciting for applications;
  - Receiving applications;
  - Posting applications on a password protected website for the review committees to access;

- Sending out award letters and apology letters to applicants;
- Distributing funds at the conference;
- Filing reports with granting agencies;
- And generating an annual report for the Board of Directors.

#### *Meeting Assistance Program (MAP)*

16. The Geochemical Society annually provides funding to qualified symposia and short courses. The Business Manager:
- Receives MAP applications and submits them to the Program Committee Chair for review;
  - On occasion, assists in the administration of MAP awards including distributing funds at the conference and filing reports with other granting agencies;
  - Asks and assists the MAP recipient in submitting a post-event annual report for the Board of Directors

#### *Goldschmidt Conference*

17. The Goldschmidt conference is the primary meeting of GS. GS executes the conference when it is located at a North American venue. The Business Manager:
- Maintains and updates the guidelines for organizing the annual Goldschmidt Conference.
  - Promotes the Conference through advertising in Elements, Geochemical News, exhibits and others.
  - Ensures that the Membership Registration Model is being used and implemented by the conference organizers.
  - Ensures that necessary GS programs and activities such as award ceremonies and business meetings are booked and included in programming.
  - Assists the President and the Secretary in organizing and executing the annual Board of Directors meeting including:
    - Notify all necessary parties: BOD, EAG Council, Goldschmidt Organizers, other invited guests.
    - Call for Attendance: find out who will and will not be attending (assign replacements as necessary)
    - Reserve meeting room and time
    - Make arrangements for a computer and projector to be present
    - Book catering: morning coffee/food, AM break, lunch, PM break
    - Provide understandable directions to meeting room
    - Maintain Guidelines for all positions including examples of when reports are due and what must be included in the reports.
    - Set a firm deadline for reports to be submitted by four weeks before the BOD meeting. Make certain that all necessary people understand and agree to have their reports submitted by that deadline.
    - Assist volunteers in the completion of their reports.
    - Send call for agenda items. If there is new business make certain that the necessary information is also included in the 'bluebook'
    - Collect and compile reports into 'bluebook'.

- Distribute 'bluebook' to BOD at least two weeks before the meeting.
  - Remind BOD to review reports
  - Assist President in setting and distributing the agenda
  - Assist attendees during the meeting
  - Assist Secretary in taking meeting minutes
  - If the first registration is happening while the meeting is going on, work with the conference organizers to have delegate registration kits for meeting attendees brought to the meeting
- Assists the President in organizing and executing the Goldschmidt Forum meeting including:
  - Notify all necessary parties: GS/EAG President & Vice President, other invited guests.
  - Call for Attendance: find out who will and will not be attending (assign replacements as necessary)
  - Reserve meeting room and time
  - Make arrangements for a computer and projector to be present
  - Book catering as necessary
  - Provide understandable directions to meeting room
  - Send call for agenda items.
  - Collect and distribute agenda items to Forum.
  - Assist attendees during the meeting
  - Take meeting minutes
- Assists in the award ceremonies including:
  - Making certain award ceremonies are in the conference program
  - Providing the President and CO with award, recipient and citationist names
  - Verifying that awards have been engraved and are present
  - Verifying that certificates are printed, signed and are present
  - Verifying that honorariums are written and present
  - Providing the President with template powerpoint slides and information on the award and the recipient
  - Reminding all necessary people the date, time and location of the ceremony
  - Verifying that awards, certificates, and honorariums are mailed to non-attending awardees
- Exhibits at the conference including:
  - Registering for an exhibit booth. If free, ask for a double booth.
  - Renting chairs, tables and electricity
  - Shipping exhibit materials
  - Manning exhibit during exhibit hours when not in meeting or at other functions
- Follows up after the conference by:
  - Assisting Secretary with BOD meeting minutes
  - Providing space in *Elements* for a post-conference report
  - Conducting a post-conference survey

#### *GSA Meeting*

18. The Geochemical Society annually sponsors a number of scientific sessions, sponsors the MSA/GS Joint Reception, the Ingerson Lecture, and exhibits at the Annual GSA Meeting. The Business Manager:
- Reminds the Program Committee when it is appropriate to solicit session proposals.
  - Attends the GSA annual meeting
  - Assists in the execution of the MSA/GS Joint Reception and the Ingerson Lecture.
  - Exhibits at the conference including:
    - Registering for an exhibit booth. If free, ask for a double booth.
    - Renting chairs, tables and electricity
    - Shipping exhibit materials
    - Manning exhibit during exhibit hours when not in meeting or at other functions

#### *Website*

19. The Geochemical Society's website is <http://www.geochemsoc.org>. The Business Manager is responsible for:
- Posting, maintaining and updating the materials that appear on the web (order and registration forms, membership application, announcements, committees, description of GS publications and various programs, membership directory, etc.)
  - assisting the *Geochemical News* Editor in publishing materials on the website.

#### *Additionally, the Business Manager:*

20. Reports once a year to the Board on the operation of the Business Office and the overall operations of the Society.
21. Works directly with Committee Chairs in:
- Providing Committee Chairs with an updated Committee handbook containing committee responsibilities, members, and background information for that year's work.
  - Answering questions.
  - Obtaining annual reports from each committee to include in the Board Meeting bluebook.
22. Compiles, formats, prints, and distributes the election information and ballots to the members. Once the balloting is completed, the Business Manager counts the ballots and forwards the results to the Secretary. Provides relevant society background information to newly elected Officers and Directors.
23. Prints announcements of society programs (call for award nominations, student travel grants) receives grant application materials and responds to questions about the grant programs. He/she receives and forwards applications for the GS Meeting Assistance Program to the respective committee.
24. Travels to the Society's meetings and as required to meetings of related organizations.
25. Publicizes the activities of GS, its programs and goals.
26. Answers general inquires about GS and more complex issues relating to sales.



27. From time to time, may suggest improvements and/or enhancements to society procedures and programs.

### Qualifications

1. Must have a Bachelor's degree or equivalent and at least 5 years of relevant work experience. Major in accounting or the geochemical sciences preferred.
2. Must have had previous experience with a computerized office and accounting systems. Including Microsoft Office Suite (Word, Excel, Powerpoint, Access) and website content management systems.
3. Prior responsibility for maintaining financial records, specifically in a non-profit [501(c)3] organization is preferred.
4. Administrative office experience including the management of people, procedures, and equipment is preferred.
5. Must have excellent communication skills.
6. Must be able to prioritize diverse activities.
7. Ability to travel as necessary.