

## **JOB DESCRIPTION ADMINISTRATIVE OFFICER**

- A. Reconciles University system ledgers and converts information to functional accrual accounting system of SSSP. Prepare monthly budgets in budget-to-date format for income and expenses, balance sheet and financial statement for quarterly distribution to the Budget, Finance, and Audit Committee and the Board of Directors using the Open Systems Accounting software.
- B. Maintains ledgers, journals, vouchers, prepares checks, accounts receivable and payable for SSSP internal accounting. Prepares all forms and maintains the University accounting system.
- C. Prepares detailed spreadsheet for all monies received by SSSP. Maintains files for checks presented to the bank for collection on foreign checks. In conjunction with the Executive Officer, manages and monitors the Society's reserve monies and operating accounts in checking, savings, money market accounts, certificate of deposit, bonds, and other accounts. Deals with counterparts in financial institutions of deposit.
- D. Meets regularly with the Executive Officer – a minimum of one meeting per week.
- E. In conjunction with the Executive Officer, works with the *SSSP Newsletter* Editor, the Editor of *Social Problems* and the publisher of the journal in promotion, maintaining and financial matters related to these two publications.
- F. Consults with the Budget, Finance, and Audit Committee and to the Board of Directors and relates to Division and Committee Chairs in financial matters relating to SSSP. Suggests budgeting strategies for expected expenses.
- G. Organizes and maintains files and documentation pertaining to the Society's business and obtains appropriate insurance and bonding.
- H. In conjunction with the Executive Officer, interviews, and hires the Graduate Research Associate and organizes, delegates, supervises, and manages the work flow.
- I. Involved in the site selection process of the Annual Meeting. Conducts site inspections of potential hotels and banquet sites.
- J. Prepares the grant agreement between the Society and the host institution for each annual renewal. Works with the payroll, benefits, human resources management departments on a regular basis regarding university policies and procedures.
- K. Receives and files biographical information from the candidates. Prepares the ballots and conduct Division elections. Send election results to the appropriate division chair.
- L. Oversees the Graduate Research Associate when processing Visa/Mastercard payments from members for SSSP membership, Annual Meeting registration, banquet ticket sales, audio-visual equipment rental, and book sales. Verifies the coding of each check and prepares a spreadsheet containing the name, check #, amount of check, and breakdown of each item.

- M. Compiles various notices, announcements, reports for the *SSSP Newsletter* and *Social Problems*. Works very closely with *SSSP Newsletter* Editor, *Social Problems* Editor and various people from the publisher of the journal.
- N. Works closely with the Board of Directors and the chairs of the Accessibility Committee, Budget, Finance, and Audit Committee, By-Laws Committee, C. Wright Mills Committee, Committee on Committees, Committee on Establishing a SSSP Foundation, Council of Special Problems Divisions Chairpersons, Editorial and Publications Committee, Elections Committee, Erwin O. Smigel Award Committee, Justice 21 Committee, Lee Founders Award Committee, Lee Scholar-Activist Support Fund Committee, Lee Student Support Fund Committee, Local Arrangements Committee, Long Range Planning Committee, Membership Committee, Permanent Organization and Strategic Planning Committee, Program Committee, Racial/Ethnic Minority Graduate Scholarship Committee, Resolutions Committee, Social Action and Social Action Award Committee, and the Standards and Freedom of Research, Publication, and Teaching Committee to ensure the smoothness of the operation of these committees.
- O. Provides office duties as necessary to the efficient performance of the Society's business. Strives to operate the Executive Office of SSSP in a professional manner.
- P. Handles hotel and menu arrangements for the Budget, Finance, and Audit Committee, Permanent Organization and Strategic Planning Committee and other meetings when necessary.
- Q. Prepares invoices for the rental of the SSSP mailing list.
- R. Works closely with the regional associations when promoting activities of the SSSP.
- S. Works closely with an independent accounting firm when they are performing the annual audit.
- T. Prepares the roster of the SSSP Officers and Committee Members annually.