

## **JCEHP Business Manager**

The Journal of Continuing Education in the Health Professions (JCEHP or the Journal) is seeking a qualified individual to be a part-time contractor that will function as its Business Manager. In this role, the Contractor will serve as the liaison to the publisher, the editor, other persons and entities contracted to support the publication of the Journal or supplements, as well as to the Tri-Group and its members (i.e., its member organizations).

In fulfilling the administrative, financial, advertising, supplement, audit, and record retention responsibilities outlined below, the Contractor will act on behalf of, and be accountable to, the Tri-Group (a collaboration of the Alliance, AHME, and SACME as defined in the About the Tri-Group section below). The Contractor will routinely share updates with the Tri-Group on the status of the Journal by providing written reports to the Tri-Group on a quarterly basis (January, April, July, and October) and supplementing these with verbal reports to the Tri-Group at its regularly scheduled meetings and conference calls.

### **DUTIES AND RESPONSIBILITIES:**

**Administrative:** The Contractor is responsible for the efficient administration of the non-editorial work associated with the Journal including without limitation:

1. Determine the strategic direction for the Journal in collaboration with the Editor, Publisher, and Tri-Group.
2. Organize, manage and implement the strategic direction of the Journal with respect to organization, distribution, supplements, and contracts.
3. Maintain operational separation between the business and editorial sides of the Journal.
4. Administer and implement a competitive bid/recruitment process for the Journal editor, publisher and other entities as required by the Tri-Group.
5. Facilitate and implement the execution of contracts for the Journal editor, publisher and other entities as required.
6. Verify that Tri-Group members carry the professional liability insurance coverage for libel and other forms of liability required for the Journal.
7. Create, implement and evaluate operational policies and procedures that ensure the efficient and effective management of the non-editorial aspects of the Journal.
8. Create business plans for new ventures and recommend modifications for current business ventures for review and approval by the Tri-Group.
9. Create and distribute comprehensive quarterly reports of the Journal activities/work at least one week in advance of a scheduled Tri-Group meeting or conference call. These reports would include, but not be limited to, financial reports and information concerning supplements, as well as the status of contracts

with the publisher, editor, business manager, and any other entities.

10. Secure a detailed annual report from the Publisher and arrange an opportunity for the Tri-Group to review and discuss this document with the Publisher.
11. Perform an annual review of agreements/contracts with the publisher, editor, and any other entities.
12. Conduct ongoing reviews of the Journal's financial status and any editor or publisher issues
13. Provide a list of subscribers to the publisher on a quarterly basis to maintain current mailing. This process involves obtaining lists of the Tri-Group members' subscribers, comparing these lists, allocating the proportionate cost of the shared subscriptions to each Tri-Group member, and providing a deduplicated list of subscribers to the Publisher.

**Financial:** The Contractor is responsible to participate in the management and accurate tracking of the financial records for the Journal including without limitation:

1. Ensure that the financial framework accurately tracks accounts, activity and all financial records associated with the Journal.
2. Actively participate in a system of internal controls that reflect sound fiscal and accounting policies and procedures.
3. Monitor all bank accounts including checking and money market funds.
4. Monitor accounts receivable and payable on a routine basis in accordance with standard accounting standards and practices.
5. Monitor accounts receivable and follow up with entities as appropriate.
6. Participate in the reconciliation of bank statements on a monthly basis.
7. Present quarterly financial reports/statements to the Tri-Group. Reports are due at least one week prior to the scheduled Tri-Group meetings or conference call.
8. Prepare and present an annual financial analysis of reserves, revenue and expenses to highlight the longitudinal trends in the accounts.
9. Develop and implement an annual operating budget. A preliminary budget should be proposed at the November meeting and finalized at the January meeting of the Tri-Group.
10. Receive invoices and approve payments authorized by contracts or other written agreements made between the Tri-Group and the Journal Editor, Guest Editors, and others.

**Advertising:** The Publisher is primarily responsible for soliciting, procuring and executing advertising for the Journal. However, the Contractor may support the Publisher in this

undertaking by referring prospective advertisers and thereby potentially enhancing the financial performance of the Journal.

**Supplement:** The Contractor is responsible for working in collaboration with the Editor to identify candidates who may wish to publish a JCEHP Supplement. Once a candidate is identified the Contractor will provide the services required to facilitate publication of the supplement including, but not limited to, developing a contract that defines the process and cost associated with publishing the supplement. Steps include, but are not limited to, negotiations with the publisher over costs, discussions with editors to determine appropriate editorial fees, and meetings with the leadership of the sponsor organization to explain and establish fees.

**Audit:** The Journal is not a legal entity and, therefore, would not be routinely subject to an audit. However, the Contractor may be called upon to respond to questions regarding JCEHP that arise during audits of the Tri-Group members. In the event an audit is requested by the Tri-Group, the Contractor will engage the auditor and assist in the audit process of the Journal's financial records as required.

**Record Retention:** The Contractor is solely responsible for maintenance of all administrative and financial documentation required for effective management of the Journal, including without limitation:

1. Maintain a full set of financial/accounting records for a period of seven years.
2. Maintain original copies of contracts, agreements, policy and procedural documents that reflect the governance and administration of the Journal.
3. Maintain business correspondence related to financial and administrative business of the Journal
4. Create a backup mechanism for financial and administrative documentation to be housed at an alternate location approved by the Tri-Group.

Ensure that an archive of documents pertaining to the Journal policies, procedures and actions remains current.

**Anticipated Compensation: \$1,300/month**

**FOR IMMEDIATE CONSIDERATION:** Please send Cover Letter and Resume to [info@focusproserv.com](mailto:info@focusproserv.com) .

### **About the Tri-Group**

The Tri-Group is a strategic collaborative between the Alliance for Continuing Education in the Health Professions, the Association for Hospital Medical Education, and the Society for Academic Continuing Medical Education that is designed to advance the field of continuing education in the health professions through a number of initiatives including without limitation the publication of The Journal for Continuing Education in the Health Professions.