

## **POSITION DESCRIPTION**

**Position Title: Business Operations Assistant**

**Reports To: Associate Director of Business Operations**

**Beacon Press is seeking a Business Operations Assistant to support the Finance and Production Departments. The position will report to the Associate Director of Business Operations and will be primarily responsible for a mix of administrative and operational responsibilities and be involved in the day to day running of our small company. The position will involve extensive use of the Acumen financial system and the Biblio publishing management system.**

### **Business Support**

- **Invoice Processing**
  - **Process AP vouchers for vendors and ad-hoc fees**
  - **Review and process author advance check requests**
  - **Secure payment approvals and process weekly check run and ACH payment export file**
  - **Annual review of uncashed checks and transfer of cash to Massachusetts unclaimed property department**
- **Order Fulfillment**
  - **Prepare invoices for sales orders and rights revenue generated by licensing deals**
  - **Process order/invoice changes and refunds**
  - **Monitor AR Aging and follow-up on status of overdue payments**
  - **Maintain accuracy of House Accounts Receivable Report – posting cash, reviewing open invoices, following up on overdue payments**
  - **Annual dunning letters and follow-up on overdue rights payments**
- **Title & Contract Set Up, Royalty Workflow**
  - **Maintain rights & permissions database**
  - **Set up author/agent royalty records in Acumen system**
  - **Review author contracts for special terms and maintain documentation log**
  - **Maintain author/agent record changes**
  - **Assist in semi-annual author royalty payout**
- **Miscellaneous**
  - **Submit stock transfers from warehouse**
  - **Maintain employee laptop audit**
  - **Ad-hoc projects as assigned**

### **Production Support**

- **New titles and Reprints**
  - **Set up products and jobs in Acumen and Biblio**
  - **Review job costs for accuracy in Acumen and submit for approval to close out**
  - **Close jobs when expenses are complete**
  - **Record actual job costs from financial systems with P&L estimates in BIBLIO system**
  - **Create reporting tool to track estimates to actuals (historical and future projects)**
  - **Track and record shipment dates of advance reading copies (ARCs), galleys, and books from warehouse to distributor**

## Production Support (continued)

- **Administrative**
  - Purchase, assign, and record ISBNs for all print, ebook, and audio products
  - Apply for and manage Library of Congress CIP Data
  - Submit copyright application and file copyright certificates
  - Maintain In-House and Galley Quantities spreadsheets
  - Upload audio files to SoundCloud website
  - Key role in renovation of production library

## Office Support

- Assist in streamlining processes using BIBLIO Publishing System
- Assume Beacon Press receptionist role – serving as contact person for UUA receptionist on ground floor, buzzing in authorized guests
- Process incoming staff mail
- Manage and maintain clear access to office supplies and storage room
- Research and resolve reports of copyright infringement and title piracy
- Maintain Beacon All-Staff Directory and organization chart and circulate to personnel as needed
- Other duties as assigned

## Requirements

- Position is task-oriented with deadlines - strong organizational skills required
- Excellent written and verbal communication skills
- Comfort with phone work speaking professionally to customers and authors
- Proficiency with Microsoft Excel spreadsheets
- Minimum of six months of record-keeping and office procedures
- Proficiency with Microsoft Word and Adobe preferred
- Experience with financial systems and/or title management systems preferred
- Experience in royalty accounting and rights & permissions preferred
- Publishing experience and exposure to Acumen financial system and/or BIBLIO software system would be beneficial
- Use of keyboard, lifting boxes up to 25 pounds

## How to Apply

Please send Resume & Cover Letter indicating “Business Operations Assistant” in the subject line to: [jobs@beacon.org](mailto:jobs@beacon.org). Salary for this position is \$44,600. Full-time employees are eligible for our comprehensive benefits program.

*Beacon Press is owned and operated under the auspices of the Unitarian Universalist Association and is an equal opportunity employer. Beacon Press values a diverse workforce; people with disabilities, people of color, and those who identify as LGBTQ are encouraged to apply.*

*\*Important: Beacon Press is working a hybrid work week. The Business Operations Assistant will be required to work in office at least two days per week, including mandatory Thursdays.*