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UNITED STATES MASTERS SWIMMING, INC.
POSITION NOTICE

United States Masters Swimming, Inc. requests applications for the position of USMS Controller.

The Executive Committee, with the concurrence of the House of Delegates, has determined that, given the demands of the corporation and the position of Controller, we will be best served by creating a paid position that recognizes the breadth and depth of the position.

The successful applicant for the position will begin on or before March 1, 2000, as a contractor for USMS, Inc. There may be a transition period. The starting compensation will be in the \$8,000 to \$10,000 range, commensurate with experience.

We require an individual who has the accounting education and experience to keep the books of the corporation, prepare financial statements, and prepare the annual income tax return. See below to request job description.

UNITED STATES MASTERS SWIMMING, INC.
POSITION NOTICE

United States Masters Swimming, Inc. requests applications for the position of USMS National Sponsor Liaison.

The Executive Committee, with the concurrence of the House of Delegates, has determined that, given the demands of the corporation, we will be best served by creating a paid position entitled National Sponsor Liaison that addresses the organization's need to maintain close communication with our sponsors.

The successful applicant for the position will begin on or before March 1, 2000, as a contractor for USMS, Inc. There may be a transition period. The starting compensation will be in the \$8,000 to \$10,000 range, commensurate with experience.

We require a motivated individual with a business, marketing or sales background and excellent attention to detail who can represent USMS in our dealings with national sponsors. See below to request job description.

Letters of interest in this position are invited and should be mailed to:

Tracy Grilli, Executive Secretary
USMS National Office
P.O. Box 185
Londonderry, NH 03053-0185
Email: usms@usms.org

Details about this position and the application process will be sent to all interested parties.

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UNITED STATES MASTERS SWIMMING, INC.
POSITION DESCRIPTION - USMS CONTROLLER

About the Person:

- Accounting background and experience commensurate with requirements of position
- Computer skills: Thorough understanding of Windows, Excel, Word & Quickbooks
- Should be knowledgeable about the USMS organization
- Good written & verbal communication skills
- Organized, thorough, and detail oriented
- Self directed
- Sense of humor

About the Job:

- Maintain the financial records of the corporation, including general ledger, accounts payable, accounts receivable, inventories and other accruals, payroll journal, and general journal using generally accepted accounting principles and practices
- Prepare corporation's financial statements
- Prepare and file corporation's annual tax returns
- Receive and record all requests for disbursements which have been approved by the person authorized to do so and supported by the appropriate invoices and/or receipts
- Authorize the treasurer to disburse funds at regular intervals
- Submit records to USMS Internal Auditor annually
- Submit recommendations for improvements in management of the corporation's fiscal affairs to USMS Executive Committee and Chairman of the Finance Committee
- Liaison with USMS Treasurer
- Assist USMS Finance Committee Chairman in preparing annual budget for approval at convention
- Submit monthly reports to the USMS Executive Committee, Finance Committee chair, and Internal Auditor
- Distribute quarterly reports detailing expenditures to all cost center heads
- Perform financial analyses as requested by USMS Executive Committee
- Adhere to the provisions of USMS Financial Operating Guidelines and USMS Rulebook
- Attend USAS Convention

Compensation

- Fee for services will be \$8,000 - \$10,000 annually (depending on experience) paid 1/12 each month, for work not necessarily evenly distributed throughout the year
- Work will be performed as an independent contractor
- One-year contract, renewable for a second year provided performance is satisfactory
- USMS will provide supplies and reimburse Controller for approved expenses incurred in connection with USMS business.
- Controller will supply own equipment, with possible exception of computer

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UNITED STATES MASTERS SWIMMING, INC.
POSITION DESCRIPTION - USMS NATIONAL SPONSOR LIAISON

About the Person:

- Background and experience in business, marketing or sales commensurate with requirements of position
- Should be knowledgeable about the USMS organization
- Must be able to handle business affairs of USMS during regular business hours
- Computer skills
- Good written & verbal communication skills
- Organized, thorough, and detail oriented
- Self starter
- Sense of humor

About the Job:

- Serve as liaison between USMS National Championship Meet Hosts (Pool Championships, Long Distance Open Water, and Clinics) and National Sponsors, including arranging for display of sponsors' banners, arranging for sponsor advertising in meet program, supervising logistics of vending area, and arranging for goody bag from non-vending sponsors
- Arrange for camera-ready ads for Sponsors in USMS Publications (Rule Book, SWIM, Planner, and Places to Swim)
- Develop new sponsors
- Represent USMS in negotiations with National Sponsors under the direction of the USMS Executive Committee and work with USMS President and Legal Counsel on agreements between USMS and National Sponsors
- Serve as liaison to National Sponsors for the USMS Executive Committee on USMS projects (including Long Distance All Stars, USMS/USOTC Camp, Pool All Stars, and general "Go-Pher")
- Attend various aquatic conferences as either a booth exhibitor or a participant (National YMCA Aquatic Directors Convention, Governors' Council on Physical Fitness, and other related aquatic conferences or conventions)
- Assist USMS in attaining national exposure through nationwide publicity, including the preparation of news releases for national publications and electronic media (E.g., televising national championships, infomercials)
- Attend USAS Convention

Compensation

- Fee for services will be \$8,000 - \$10,000 annually (depending on experience) paid 1/12 each month, for work not necessarily evenly distributed throughout the year (Note: We expect this position to require an average of 10-15 hours per week.)
- Work will be performed as an independent contractor
- One-year contract, renewable for a second year provided performance is satisfactory
- USMS will provide supplies and reimburse National Sponsor Liaison for approved pre-determined expenses incurred in connection with USMS business, **including some** pre-approved travel.
- National Sponsor Liaison will supply own equipment