

**American Legion Auxiliary
Department of South Dakota
Position opening for Department Treasurer**

Qualifications

- The person applying for the position should be an American Legion Auxiliary member or eligible to become a member.
- Have a strong background in QuickBooks, bookkeeping and accounting, reconciling bank statements, process payment, adhere to a budget, do financial reporting of monthly income, expenses and deposits. Additional reporting may be required for the Mid-Winter Conference, Convention, Budget meeting and Department Executive Meetings.
- Learn the warrant system, scrutinize the warrant, and be prompt with payments.
- Follow security procedures to protect financial information and members' data.
- Must have excellent communication skills, willingness to learn new systems as needed, provide necessary reporting as requested, ability to multi-task and able to work closely with multiple members
- Attention to detail, strong organizational and time management skills, work under minimal supervision
- Attend meetings as requested (Mid-Winter conference in February, Department Convention in June, Finance meeting and Department Executive Committee (DEC) meeting in July), two audit meetings (April and October) as well as any other meetings, in person or virtual.
- The Treasurer will be the backup for the Department Secretary in their absence.
- Person applying will need to be able to be bonded. Bonding will be at the organization's expense. A background check will be completed.
- The position is a salaried position based on approximately 15 hours a week. The Treasurer can work from home or in the department office in Mitchell, South Dakota

Please submit a resume and references to below. Position is open until filled.

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