



TO: Lambda State Executive Board
FROM: LaVonne Chaney, Personnel Chair
RE: Treasurer's Position

Please share this ad with your membership and help Lambda State fill the Treasurer's Position. You can also go to the Lambda State Website – www.deltakappagamma.org/L and click on Committees, then Personnel Committee to get the application.

WANTED – MEMBER WITH EXCELLENT MATH SKILLS

The Personnel Committee is now accepting applications for the position of Lambda State Treasurer. The starting date for this position is July 1, 2019.

Applications due by January 6, 2019

Some of the requirements for this position are:

- To have computer and math skills
- To keep accurate accounts of all receipts, expenditures, and transactions.
- To pay all bills after approval from the Lambda State President in a timely manner
- To keep up-to-date membership records
- To provide forms for chapter treasurers
- To file reports for International, Lambda State, and federal/state in a timely manner
- To be able to attend state meetings and conventions, regional conferences, and International Conventions
- To be able to meet deadlines and give attention to detail
- To have computer experience (Quickbooks 2016 and Microsoft Excel operating systems) to use with an accounting program sent digitally from International
- To have knowledge of the Lambda State Organization and Society business
- To have a positive, interpersonal skills
- To have the time, space, and willingness to assume the position

The applicant will be interviewed by the Personnel Committee.

The selected applicant will receive training for the position from the current Lambda State Treasurer.

Salary will be the beginning rate of \$10,000 for new hires as adopted by the Lambda State Executive Board.

A complete job description and an application form is available on the Lambda State Website or

contact:

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