

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, 2018

Applications due by January 6, 2018

Requirements for this position include:

- Keep accurate accounts of all receipts and expenditures
- Keep accurate and complete records of each transaction
- Pay all bills after approval from the Lambda State President in a timely manner
- Keep current membership records
- Provide forms for chapter treasurers
- File International, Lambda State, and federal/state reports in a timely manner
- Attend state meetings and conventions, regional conferences, and International Conventions
- Meet deadlines and give attention to detail
- Have computer experience with Quickbooks 2016 and Microsoft Excel application programs to use with an accounting program sent digitally from International
- Have knowledge of the Lambda State Organization and Society business
- Demonstrate positive interpersonal skills
- Have the time, space, and willingness to fulfill 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:

Lambda State Personnel Chair

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