

Job Posting & Description for VMEA Combined Treasurer (including conference)

The Virginia Music Educators Association (VMEA) Treasurer serves as custodian of the funds of the Association, including conference funds. The Treasurer provides general financial oversight and is charged with managing and reporting finances and shall be fiscally responsible for all duties determined by the Executive Board.

- Applications will be open from May 1 - June 30, 2020
- Applications are reviewed early July by the President's Committee
- Interviews in August
- Official start date of September 1, 2020 - Will assume additional conference responsibilities January 1, 2021

Interested applicants should submit a resume electronically to Annamarie Bollino by June 30, 2020 at annamari Bollino@gmail.com

QUALIFICATIONS

- proven record of organizational skills
- excellent oral and written communication skills
- ability to work with others and to build consensus
- proven ability to manage capital resources to achieve stated goals
- proven ability to build and manage programs to achieve organization's goals and objectives
- analytical approach to problem solving
- bachelor's degree from a four-year college or university
- professional experience in finance preferred

JOB RESPONSIBILITIES

- develop and maintain financial policies
- deposit all VMEA funds in appropriate depositories
- submit an annual independent financial review, bank and investment account statements of all VMEA funds at each Council of Review and Executive Board meeting
- prepare and present a Treasurer's report of all monies received and disbursed for the Association meetings in September, January, and June
- annually prepare and submit a proposed budget for the succeeding fiscal year at the June meeting for approval
- work with conference coordinators to develop and implement an annual conference budget
- monitor and reconcile all event reports for each VMEA event throughout the year
- collect necessary information from all treasurers for year-end reports
- prepare all state and federal reports
- prepare all 1099's for honorariums and salaries and submit federal taxes for employees
- serve as a member of the President's Advisory Committee