

Job Posting & Description for VMEA Treasurer

Virginia Music Educators Association announces a search to fill the position of Treasurer. This is a part-time, stipend position who works from their home office. The 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.

Applicants should have a strong understanding of budgeting, reporting, and fiduciary management for a 501c3 non-profit organization

Interested applicants should submit the following electronically to Annamarie Bollino by May 17, 2021 at annamariebollino@gmail.com:

- Professional resume
- One-page narrative speaking to the candidate's qualifications and interest in this position
- Two professional reference letters that speak to the candidate's experience and skill set

*This is a stipended position and compensation shall be negotiated based upon experience and background.

**The selected candidate will begin full responsibilities on July 1, 2021.

Invited candidates will be interviewed virtually in late May.

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

