



STATE ACCOUNTANT



Over the past six years, we have developed an online voucher system which has allowed faster processing and payment of invoices to vendors. All invoices and statements are now sent by email to all the Financial Secretaries reducing the need to have them mailed, and we are utilizing the Wells Fargo bill paying system. All of this has resulted in a financial savings on postage. We also had a reduction in the annual audit fees being charged each year.

We are looking for an individual who has an accounting degree, several years' experience in accounting, a working knowledge of Quick books Pro 2018, Excel, Word, and the ability to complete the State 990 tax return.

Each year our membership increases and so does our financial responsibilities. The position of State Accountant is not a replacement for the State Treasurer. The position is to insure that our record keeping is being maintained with proper accounting procedures.

The State Treasurer will oversee the State Accountant. All monies received and check payments will be processed by the State Treasurer, and all record keeping and supporting documentation will be maintained by the State Accountant. The State Treasurer and State Accountant will work together to provide the State Council with monthly Financial Data such as Balance Sheets, Profit and Loss Statements, Budget Comparisons and will play an important role in helping the State Deputy and State Treasurer in preparing a meaningful State budget.

The State Council would like to fill this position as soon as possible. Your State Council will review each resume and pick the most qualified individual.

Please send all resumes to the State Secretary, Daniel Barton. You can send your resume to Daniel at dbarton4221@gmail.com. If you have any questions, please feel free to contact him.