

## Southwest Washington Junior Livestock Sale Committee

### Opening for Paid Committee Treasurer Position

#### Job Duties

1. Maintenance of Bank Accounts for the Committee
2. Financial Transaction Oversight
  - Knowledgeable about access to the organization's funds, any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
3. Budgets
  - Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
4. Financial Policies
  - Overseeing the development and observation of the organization's financial policies
5. Reports
  - Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board
6. Data Entry and Record Keeping
  - Pays attention to detail, timely in completing tasks, neat and accurate record keeping, literate in financial jargon, willing to ask questions and willing to ask for assistance when needed.
7. Fair Responsibilities
  - Applicant needs to be available and present on the fairgrounds for the duration of the Southwest Washington Fair

#### Hiring Process

Interested applicants should:

1. Submit a cover letter, resume, and 2 professional references to:
  - a. [swjuniorlivestock@outlook.com](mailto:swjuniorlivestock@outlook.com)
  - b. Submissions must be received by April 1<sup>st</sup>
2. Attend the general committee meeting to introduce themselves to committee members. Meeting will take place on April 10<sup>th</sup> at 6:30pm in the Historical Building at the Southwest Washington Fairgrounds.
3. Interview with representatives of the committee on a date that will be set at the April 10<sup>th</sup> general meeting.