**SECRETARY/TREASURER**

Washington State Holstein Association

The Washington State Holstein Association is looking to fill the **part-time position of Secretary/Treasurer.**

**Job Duties**:

* Take minutes during Board of Directors meetings and other meetings as directed
* Work with Association President to organizing meeting/events
* Compose and send out communications to the Board of Directors and membership o Dues o Minutes
	+ Announcements and newsletter
* Communicate with the Board of Directors and membership by email and mail
* Create report booklet for Annual Meeting
* Order awards
* State Show, needs to be available that week, to help with entry’s, collecting membership dues, clerking the show, and other duties
* Occasionally arranging for meeting rooms, hotel accommodations, airfare, etc.
* Manage the Association Finances o Track Budget o Paying bills o Making deposits o Track membership dues o Track Futurity
	+ Compiling monthly financial reports for Board of Directors

**REQUIREMENTS:**

* Experience in bookkeeping/accounting, with knowledge of Quickbooks preferred
* Computer skills, email, Microsoft Office including Excel,
* Experience in taking notes/minutes by hand or on computer during meetings
* Exceptional written and verbal communication skills
* Friendly and professional demeaner
* Ability to work independently

Please email resume and cover letter or job inquiries to:skyhartfarms@gmail.com

