The South Dakota Department of the American Legion Auxiliary has a position open for a Treasurer.

Qualifications:

The person applying for the position should be an American Legion Auxiliary member or willing to become a member.

Have a strong background of Quick Books, bookkeeping and accounting, reconciling bank statements, process payments, adhere to a budget, assist with financial reporting of, monthly income, expenses, and deposits.

Knowledge on nonprofit and employee tax forms, payroll tax, quarterly filing of Federal and State tax and unemployment taxes for exempt businesses.

Excellent communication skills, willingness to learn new systems as needed, provide necessary reporting as requested, ability to multi-task and able to work closely with multiple executives.

Attention to detail, strong organizational and time management skills, work under minimal supervision.

Attend meetings as requested.

About 15 hours a week. Person applying will need to be bonded and have a background check.

Ability and willing to fill in for the Secretary when needed.

Please submit a Resume with references postmarked by September 6, 2022 to:

southdakotaala@gmail.com

or

SDALA Headquarters
P. O. Box 529
Clear Lake, SD 57226