

Treasurer

Job Overview

Maintains all financial records to be in compliance with the requirements of the State of West Virginia.

Responsibilities and Duties

- Have custody of all funds of WV BOLD and keep full and accurate accounts of all receipts and disbursements in records belonging to WV BOLD.
- Verify and Post all bills within 30 days of receipt of request. All bills must be posted in WVOasis & followed until paid.
- Provide a copy of the financial status of WV BOLD to the Board members and will be included with the agenda at all meetings.
- Prepare and submit a budget for the office of Treasurer to the Board for consideration.
- Make an annual report at the annual business meeting of WV BOLD. The Treasurer's books will be audited before being passed to a new treasurer. The auditor selected by the Board will verify the books of the treasurer at the close of the term of office of Treasurer.
- Plan the yearly budget based on Budget requests and input from all Board members of WV BOLD
- Review the expenses of WV BOLD and make recommendations to the Board members of WV BOLD.
- Maintain all financial records necessary for job of the Treasurer.
- Maintain all financial records for a minimum of three (3) years, and all receipts and requests for reimbursement for a minimum of three (3) years, or until the Treasurers books are audited.
- Orient incoming Board members.
- Update and maintain files submission to successor.
- Review and recommend revisions in WV BOLD laws and Board Policy and Procedure Document relative to the office of treasurer.
- Have any and all other powers and functions usually vested in the office of Treasurer.

Qualifications

- Education level - Training in computer skills & with WVOasis.
- Experience - Planning budget documents as it relates to the WVBOLD based on experience in state government. Must have a working knowledge of WVOasis and other state government financial operations.
- Specific skills - Computer skills, such as Excel, Word, Access, & Word Perfect.