Financial Planner

Description
The Nevada Association of SkillsUSA will employ a Financial Manager to assist the Nevada Department of Education and Nevada Association of SkillsUSA in coordinating the finances for the Nevada SkillsUSA Association.

Responsibilities

1. Oversee financial operations to include;
   a. Checking account
   b. Savings and/or CD account(s)
2. Write checks when a valid check request is provided
3. Make deposits as needed
4. Issue receipts
5. Provide statements of finances for Board of Directors meetings
6. Communicate with Financial Institution(s) on issues related to account(s)
7. Issue Invoices for outstanding debts
8. Issue Checks for Coordinators
9. Submit End of Year Forms to IRS for Coordinators Salaries

Hiring organization
Nevada Association of SkillsUSA

Employment Type
Temporary

Beginning of employment
July 1

Duration of employment
11 Months

Industry
Non-Profit Education

Job Location
Nevada

Working Hours
Varies

Base Salary
$ 3,000 (Paid November & April) - $ 3,000 (Paid November & April)