



# WANTED: Part-time Executive Treasurer

NAAWS has an opening for a part time Executive Treasurer.

**North American Association of Wardens & Superintendents (NAAWS)** is the only major association that represents Wardens and Superintendents nationally and internationally. NAAWS is committed to setting goals and achieving results that make a difference when it comes to jail and prison operations.

The Executive Treasurer is considered paramount to the good operation of NAAWS and a vital part of the Executive Team.

## **This position entails:**

- Handling all financial transactions of the Association;
- Keeping a general financial ledger.
- Accepting all dues payments, Business Partner payments, and any other payments and depositing them in the designated bank account.
- Paying all bills in a timely manner, once approved, using an approved checking account, paypal or credit card.
- Preparing a financial report monthly for the President's and Executive Director's review..
- Preparing a financial report for all NAAWS Meetings for information.
- At conferences, accept in person dues payment.
- Must be able to attend Semi Annual ACA Conferences and NAAWS Annual Conference
- (all expenses will be reimbursed for conference attendance).
- Under guidance from the Executive Director, prepare an annual budget
- File annual tax return.
- Work with other team members.
- Other financial duties as directed by the Executive Director

There is a monthly stipend but no other remunerations or benefits are offered. All expenses incurred in response to carrying out the duties of the Executive Treasurer will be reimbursed.

Current and active correctional professional preferred.

**Any interested candidate should email interest and a resume to:**

Mel Williams at [mwilliams@naaws.net](mailto:mwilliams@naaws.net) by cob **December 31st.**

Any questions should also be directed to this address.