

JOB POSTING

Position Title: **SkillsUSA – New York State Membership & Financial Coordinator**

Basic Function: The SkillsUSA Membership & Financial Coordinator maintains financial records, pays bills, and provides leadership in the financial areas of SkillsUSA New York. The position is also responsible for keeping track of all membership and event registrations. The Membership & Financial Coordinator is appointed by SkillsUSA New York Board of Trustees and is responsible to The New York State Director

Qualifications:

1. Present or Past member of SkillsUSA familiar with NYS SkillsUSA activities preferred.
2. Accounting background
3. Teacher/administrator or staff whose experiences have been in areas of CTE and Student Leadership (CTSO) preferred.

Board Appointment: Two year appointment with position posted during odd year.

Start Date: July1, 2025

Work Year: 12 months

Stipend: Available upon request.

Application to Include:

Letter of Interest
Resume
References

Deadline of Applying:

Send application information by March 1, 2025 to: [Bradley Boyles](#)

The SkillsUSA New York Membership & Financial Coordinator

The Membership & Financial Coordinator is appointed by the NYS SkillsUSA Board of Trustees and Responsible to the State Director. The NYS SkillsUSA Membership & Financial Coordinator shall be able to attend all SkillsUSA Board of Trustees meetings as a non-voting attendee and should submit a written electronic report one week before the scheduled Board Meeting.

1. The Membership & Financial Coordinator thoroughly understands the organization's financial philosophies and purposes.
 - 1.1 Corresponds as required with National SkillsUSA, the SkillsUSA State Director, the Board of Trustees and local clubs.
 - 1.2 Is a resource person regarding membership, dues, and other financial matters for NYS SkillsUSA and National SkillsUSA.
 - 1.3 Develops and maintains effective accounting procedures and reporting system of financial records.
 - 1.4 Develops and maintains for NYS SkillsUSA and National SkillsUSA an effective membership reporting and procedures system.
2. The Membership & Financial Coordinator.
 - 2.1 Is responsible to the State Director.
 - 2.2 Assists the Board of Trustees in developing successful financing for a full program of SkillsUSA activities.
 - 2.3 Develops and maintains accurate accounting and financial record books for NYS SkillsUSA.
 - 2.4 Prepares timely and appropriate financial reports for the Board of Trustees.
 - 2.5 Disburses and records expenditures of monies after approval by the State SkillsUSA Director
 - 2.6 Receives and records receipts of monies to and for the State Association.
 - 2.7 Serves as Chairperson of Conference registration, Membership Verification and Judges Rating Sheet Audit Committees.
 - 2.8 Assists and advises the Board of Trustees in preparing an annual budget for State SkillsUSA activities.

3. The Membership & Financial Coordinator and the State Director.

- 3.1 Communicates with the State Director on financial and membership activities of National SkillsUSA when appropriate.
- 3.2 Assists in developing effective methods for registration at State and/or National Conferences.
- 3.3 Assists in developing effective accounting and membership systems and procedures for recording and reporting financial and membership data for NYS SkillsUSA.
- 3.4 Disburses and records the expenditures of monies as requested for the State Conference by the State SLSC Coordinator within fifteen days after receiving vouchers.
- 3.5 Disburses and records the expenditure of monies as requested by the State Director within fifteen days after approval
- 3.6 Consults with the State SkillsUSA Coordinator on the purchases of publications and materials when appropriate or requested.