



## Hauser PTO Executive Board Position Descriptions

### **TREASURER**

#### Time Commitment: 2-3 hours/Month

- Busiest time at the beginning of the year helping to establish the budget and at year end for reimbursements and preparing for audit.

#### Job Description:

- Helps develop the budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, and organizes the books for annual audit
- Must be comfortable using a computer. Must know how to use QuickBooks and Excel
- Understands that this role is the custodian of other peoples' money

#### Typical Monthly Responsibilities:

- Attend General Membership and Executive Board Meetings
- Create monthly PTO treasurer reports via QuickBooks software (transaction report, performance to budget report) and present reports at monthly PTO meetings or as requested
- Receive all monies of this organization and keep accurate record of receipts and expenditures
- Post financial transactions to our financial system as they occur throughout month
- Reconcile checkbook
- Pay out funds in accordance with the budget as approved by the membership and authorized properly (two signatures and proper paperwork required)
- Document and make deposits in a timely fashion, as needed
- Preserve financial records, including invoices and control forms

#### Typical Annual Responsibilities:

- Lead annual budget development process in August using the QuickBooks software
- Present budget for approval at August PTO meeting
- Be responsible for completion and filing of appropriate forms as may be required by IRS regulations
- Renew incorporation with the state
- Provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record book and receipt book, check requests and invoices for all disbursements to the audit committee by July 1st

#### Training and Resources:

- One-on-one with outgoing treasurer
- Past files and examples