

**Treasurer Job Description**

**Characteristics:**

* Desire to serve the PTO, schools, and students
* Must know how to use Microsoft Excel or be willing to learn
* Strong organizational and record keeping skills
* Appreciate the value and power of a balanced budget
* Appreciate the value of a paper trail/documentation
* Comfortable with tasks that require paperwork, forms, documents, etc…
* Understand that you are the custodian of all non-profit funds and other peoples’ money

**Responsibilities:**

* Participate in monthly Executive and bi-monthly General Membership meetings
* Provide input during Executive Board meetings
* Actively assist with and attend fundraising events (i.e. Book Fairs, Spring Fling Basket Auction, etc…)

**Typical Monthly Tasks:**

* Post all financial transactions in our account ledger(s) as they occur throughout the month
* Reconcile the checkbook/ledger at the end of each month
* Create monthly PTO Treasurer reports
* Make all deposits and in a timely fashion
* Write checks as needed, in a timely fashion (with two signatures and proper paperwork required)
* Keep financial transaction forms available for all volunteers (i.e. disbursement voucher, tax exempt forms, IRS forms, W-9 forms, active memberships)

**Typical Annual Tasks:**

* Provide an annual analysis of expenditures and fundraising efforts
* Lead the annual budget development process
* Present budget for Executive Board and General Membership approval
* File Form 990/990EZ, the annual IRS return required, and facilitate our annual audit