

# CLOUGH PTO

## TREASURER JOB DESCRIPTION

### Characteristics

- ✓ Desire to serve the PTO, the school, and ultimately the students
- ✓ Computer literate—must know how to use Excel
- ✓ Organized and Proficient with maintaining detailed files
- ✓ Detail Oriented
- ✓ Familiarity with budgets and managing numbers

### Typical Monthly Tasks

- ✓ Board meetings once per month (1-2 hrs)
- ✓ PTO meetings once per month (1 hr)
- ✓ Most of the work can be done on your own schedule—after the kids are in bed, during the day, after work, whatever suits you

### Responsibilities

- ✓ Post all financial transactions as they occur throughout the month
- ✓ Maintain history of monthly budget/ transaction history
- ✓ Create monthly PTO Treasurer Reports
- ✓ Balance the "checkbook" / transaction log
- ✓ Ensure appropriate documentation available to support check writing and deposits
- ✓ Write checks as needed
- ✓ Log and organize larger deposits ensuring accurate records
- ✓ Make deposits in a timely fashion
- ✓ Lead the annual budget development process in August
- ✓ Present the budget for approval at the September PTO meeting
- ✓ File IRS forms required for 501(c)(3) groups
- ✓ Deliver checks to school for events as needed (e.g. Cultural Arts)
- ✓ Coordinate with other Board members and/or PTO members as needed to ensure timely reimbursement and payments