

# Treasurer Job Description

## Randolph PTO

Role: Manage and communicate RMS PTO funds and financial processes.

Skills/Competencies: Must be competent in Microsoft Excel and Quickbooks; highly organized; must have a working knowledge of general accounting principles.

Time Commitment: This role is a full-year commitment, requiring 1-3 hours/week. Will require availability to go to the school at various times to sign/deliver checks, etc. Must attend all monthly Board meetings.

General Job Description:

- Responsible for receiving and depositing monies due to the PTO in an authorized bank account and making disbursements from those funds for authorized expenses of the organization as approved by the Board.
- File all Federal and State Reports as required.
- Present written statements at all Board meetings.
- Furnish a written report to the membership at the annual meeting.
- Submit the books to a CPA or professional accountant not affiliated with the organization or individual Board members that has been selected by the Executive Board to perform an outside audit in the month following the end of the fiscal year.
- Monitor and train Board members on financial policies & procedures, ensuring compliance
- Serve as an advisor to all Committee Chairpersons regarding financial matters, including, but not limited to, money collection & expenditures.
- Serve as an authorized principal on RMS PTO bank account.
- Continually monitor the budget and recommend monthly budget adjustments as appropriate.
- Prepare, along with the Executive Board, a preliminary budget for the upcoming year to be reviewed at the April Board meeting.
- Attend meetings of the membership as dictated by the laws of this organization.

Non-negotiables: Attendance at semi-annual meetings and all monthly Board meetings. Must respond to requests for funds within 3 business days (occasionally sooner) and/or deliver checks to the school in a timely manner. Must be able to clearly communicate financial status to all members of the organization.

Reports "through": President (Executive Board Member)

Elected by: Nominating Committee for 1-year term

2016/17 Chair & Contact Information: Kim Stojkovich (kkstojkovich@gmail.com; 336-837-9937)