

PTO Treasurer

Characteristics

Honest and organized individual that follows through on tight financial controls. Proficiency with Excel and/or other budget software is recommended . We currently use MoneyMinder software.

Responsibilities

- Develop and monitor the budget
- Monitor and categorize bank transactions (Bank transactions are linked to MoneyMinder budget software).
- Collect fundraising money and deposit at bank
- Write checks or send Venmo payments for purchases, grants, and reimbursements
- Collect receipts and attach of the receipt to transactions in MoneyMinder software
- Lead the review of financial reports at PTO meetings (reports are available and automated with MoneyMinder software)
- Organize & file the paperwork for annual audit/ tax return.
- Serve on a minimum of 1 committee

Monthly Tasks

- Identify and categorize financial transactions
- Share monthly PTO treasurer reports (automated in MoneyMinder)
- Reconcile bank accounts through MoneyMinder
- Write checks and make deposits as needed
- Preserve financial records, including invoices, purchase orders, and receipts

Annual Tasks

- Lead annual budget process in August
- Present budget for approval at September PTO meeting
- Ensure that Form 990 (annual IRS return for 501(c)(3) groups)and 1099s are filed on time. MoneyMinder provides values for each field in those forms.
- Renew incorporation with the state • Prepare/ research paperwork needed for accountant to file tax return (if applicable)