

# **HCES PTA Officer Job Description**

## **Position: Treasurer**

## **Reports to: President**

### **General Description of Duties**

- Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.
- Act as an aide to the president;
- Work as a team in support of all PTA-related activities, as required in programs and events throughout the year;
- Attend PTA Executive Committee Meetings, as necessary;
- Attend Monthly PTA Board Meetings;
- Attend PTA General Membership Meetings;
- Manage PTA Budget income and expense categories for the activities and events associated with this position;
- Submit deposits to Financial Secretary and check requests to Treasurer, in a timely manner;

### **Position Specific Duties**

- Have custody of the funds of the Hampton Cove Elementary School PTA;
- Maintain a full account of the funds of this PTA;
- Make disbursements as authorized by the president, board of directors, or the Hampton Cove Elementary School PTA in accordance with the budget adopted by the Hampton Cove Elementary School PTA;
- Have checks or vouchers signed by two people: the treasurer and the president/secretary/financial treasurer.
- Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Hampton Cove Elementary School PTA specifically the PTA's Employee Identification Number (EIN), password and acknowledgement;
- Provide a written financial statement to the board of directors at each meeting and the general membership at their meetings;
- Present an annual report of the financial condition of the organization;
- Submit the books annually for an audit by an auditing committee selected by the board of director's at least one month before the meeting at which new officers assume duties.
- Report the findings of the annual audit to the board of directors and to the membership and;
- Prepare the return for the "Organization Exempt from Federal Income Tax", Form 990, 990N, 990EZ, and ensure its timely return to the IRS for the unit.
- Under current State Department of Education guidelines, no school employee should handle funds of a school-related organization. Therefore, if a school employee is elected to serve as president, they should not be authorized as a signatory for checks; nor should a school employee be elected to serve as a treasurer or be placed in charge of a fund-raising activity.

## **Position Requirements**

- Position's Activities:
  - Lead the annual budget development process in July & August; work with PTA President and Principal to develop initial drafts, consult PTA Board and HCES faculty for inputs.
  - Communicate budget information through HCES PTA newsletter and announcements at least four times per school year – budget proposal, budget final, first semester end and prior to last general membership meeting;
  - Present the HCES PTA budget for approval at the first PTA General Membership Meeting of the school year;
  - Present an annual report of the financial condition of the HCES PTA at the last General Membership Meeting of the school year;
  - File taxes (Form 990);
  - Renew PTA incorporation with the state of Alabama;
  - Submit the books annually for an audit as described by the HCES Bylaws;
  - Post all financial transactions to QuickBooks as they occur throughout the month;
  - Create monthly PTA Treasurer reports (Profit & Loss Budget Overview & Transaction Report). Send to PTA Board two business days prior and present at PTA board meeting;
  - Present a bank statement at each monthly board meeting for review and signature.
  - Maintain the HCES PTA Check Request Form documentation with any updates, as necessary. Provide hardcopies of the form to the HCES Office and PTA Office, as necessary; Provide softcopy for the HCES PTA website.
  - Participate in the Committee Chair Meeting at the beginning of the school year;
  - Monitor the HCES PTA lockbox for deposits and other PTA mail. Collect check requests at least once per week from lockbox and PTA office file folder;
  - Ensure check request follows proper procedure, and request additional documentation or signature, as necessary;
  - Use QuickBooks to process checks within 5 business days following receipt of check request;
  - Prepare envelopes for mailing or distribution to faculty mail slots or PTA file folders.
  - Ensure that checks are signed by authorized representatives designated at the beginning of the school year with the PTA's bank. Instruct representatives on check distribution after signatures are completed.
  - Collect deposit information from the Financial Secretary and update QuickBooks.
  - Research as necessary any questions about payments or deposits.
  
- Position's Committees: None

## **Qualifications and Preferred Skills**

- Member of the HCES PTA.
- Desire to serve the PTA, school, and students of HCES.
- Basic computer skills: Microsoft Word, Excel, PowerPoint, Email
- Strong communication and facilitation skills.
- Local and state-sponsored PTA training.