PTO Treasurer Job Description

Characteristics:

* Desire to serve the PTO, the school, and ultimately the students
* Computer literate—must know how to use Excel or be willing to learn
* Good at keeping files
* Appreciate the value and power of a balanced budget
* Appreciate the value of a paper trail
* Not put off by paperwork, forms, documents, numbers
* “In touch” with school activities and PTO business, or want to become in touch
* Understand you are the custodian of other peoples’ money

Responsibilities:

* Attend Board meeting(s)
* Attend PTO meetings once per month
* 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

Typical Monthly Tasks:

* Post all financial transactions to budget spreadsheet as they occur throughout the month
* Create monthly PTO Treasurer reports
* Process reimbursement requests *(two signatures and proper paperwork required)*
* Make deposits in a timely fashion, as needed
* Keep financial transaction forms available for all volunteers

Typical Annual Tasks:

* Lead the annual budget development process in August
* Present the budget for approval at the September PTO meeting
* Facilitate communication with School District