

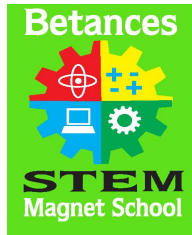
## **Betances STEM PTO Treasurer Job Description**

### **Job Description:**

Manage the financial affairs of the Betances STEM PTO.

### **Specific Responsibilities:**

- Review the annual operating budget as prepared by PTO President and Executive Board.
- Be present at all PTO events where money will be collected.
- Input budget and bank account information into an approved financial account program.
- Track and record all deposit and proceeds earned into PTO bank account.
- Write checks and disburse funds as approved by the PTO President, and in accordance with the budget approved by the PATO Executive Board and Membership.
- Develop, with the board, an annual budget.
- Manage and balance PTO bank accounts. Keep detailed records of all PTO funds earned and spent. Forward reports to PTO President monthly.
- Count all money, with two people present, and deposit all cash/checks in the bank on the same day received or no later than the following business day. If unable to be deposited on the day received, the money must be held at the school in the designated locked area.
- Co-sign all checks and release no check without two signatures
- Make disbursements as authorized by the President
- Create financial reports and distribute at meetings and other times as requested
- Prepare the books for audit quarterly and at the end of the school year
- Prepare a report on financial affairs of PTO every month at meetings.



## **Betances STEM PTO Treasurer Job Description**

- Provide quarterly reports to Board members for their area of responsibility.
- Advise PTO President and Executive Board on PTO financial matters.
- Assist chairperson of PTO events in setting up a cash box for their event.
- Attend all PTO Executive Board and General PTO meetings.

### **Special Qualifications:**

Well organized and detail oriented. Good with numbers and familiar with financial accounting software helpful but not necessary.