

PTO Treasurer Job Description

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Computer literate—must know how to use Excel and Quickbooks 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
- Have access to internet and printer

Time Commitment:

- Board meetings once per month
- PTO meetings once per month
- Most of the work can be done on your own schedule—average of 20 hours per week. Some work requires morning, afternoon, evening and weekend availability.

Typical Monthly Tasks:

- Post all financial transactions to QuickBooks as they occur throughout the month
- Create monthly PTO Treasurer reports (Transaction Report and Performance to Budget)
- Reconcile the checkbook
- Write checks as needed (two signatures and proper paperwork required)
- Make deposits in a timely fashion, as needed
- Keep financial transaction forms available for all volunteers
- Create and revise forms as needed
- Attend all events that require a cashbox

Typical Annual Tasks:

- Lead the annual budget development process in April
- Present the budget for approval at the May PTO meeting
- File Form 990/990EZ, the annual IRS return required for 501(c)(3) groups
- Facilitate our bi-annual audit

Training and Resources:

- One-on-one with outgoing treasurer
- PTO Today Treasurer’s Toolkit
- Articles about treasurer topics
- Past files and examples
- Computer files