

Title: PTSA Treasurer(s)

Purpose: Person in charge of all monetary transactions for the RSAR PTSA.

Responsibility:

- Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget
- Present a written financial report every month and such other times as required by the president; provide all financial records if requested by the president or board of directors members; close the books on June 30 and submit the books and records for financial review to a financial review committee
- Perform such other duties as may be provided for in the standing rules
- Remit WSPTA and National PTA portions of the membership service fees to the WSPTA Office no later than the specified postmark deadline dates.
- Prepare and submit annual taxes
- Prepare and submit corporate renewal
- Prepare and submit charitable solicitation renewal

Qualifications: Strong Math skills. Accounting experience a plus. Ability to create and track a budget. Work with Accounts Receivable and Accounts Payable.

Time Commitment: All board meetings, General Meetings and Executive Committee Meetings.

Training: Ideally, each year a “new student” parents is recruited to work with “outgoing” parent for continuity of program experience from year to year. Attend a State PTAS Treasurer’s workshop (or equivalent) to learn in greater detail how to better perform this job.

Location: Work from home and where ever the RSAR PTSA meetings are held

Supervision: PTSA Board and RSAR Administration

Benefits: Supports students and families for RSAR. Fulfills student family volunteer requirement.