### Milltown School Job Description

### Treasurer

**Position responsibilities**

* In charge of all PTO funds including bank accounts, PayPal, etc.
* Keep an accurate record of receipts and expenditures
* Present a financial statement at every meeting and at other times of the year when requested by the PTO Board, and make a full report at the end of the year
* Receive and pay bills.
* Make deposits or withdrawals as needed.
* Work with the PTO Board to prepare the budget for the following year
* Secure audit of account by August.
* File annually:
	+ 990EZ
	+ Certificate of Incorporation
	+ Charities Registration
	+ Tax Exempt Form
	+ Permits or licenses
	+ 1099 Tax Forms
* Obtain and secure all necessary state and local permits, licenses and official documents.
* Close the organization’s books for the current year by July 31.
* Meet with every committee at least once and then on an as needed basis to discuss the budget for each event/activity and any financial reporting
* Attend monthly board meetings and Town Hall/general meetings
* Responsible for the committees listed below which includes
	+ Ensuring volunteers on the committees
	+ Organizing a kick off meeting with the committee, Vice President, Communications, and Treasurer
	+ Touch points with chairperson to review progress and budget
	+ Debrief after the event to discuss the Post Event Evaluation when applicable
* Transition to the next leadership team by nurturing potential leaders and preparing the incoming team

**Committee responsibilities**

* After School Programs Committee

**Core skills needed**

* Experience in budget management and financial tracking
* Good with computers including the Microsoft Suite (Word, Excel and PowerPoint) and accounting programs (Quicken)
* Highly organized
* Excellent communications skills
* Able to manage multiple projects/task simultaneously

**Additional ideal skills**

* Experience in yearly budget development