

PiP Treasurer Job Description

Role Description: The PiP Treasurer is the custodian of the funds for Imagine Parents in Partnership, a 501c3 non-profit organization. The Treasurer helps develop the budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, and organizes the books for annual audit.

Characteristics:

- Desire to serve Parents in Partnership, the school, parents and ultimately the students
- Understanding of the mission of PiP
- Computer skills—must know how to use Excel and QuickBooks, or be willing to learn
- Appreciates the value and power of a balanced budget
- Appreciates the value of a paper trail; willing to follow through on tight financial controls
- Honest, organized, and tenacious; not put off by paperwork, forms, documents, numbers
- Understands that this role is the custodian of other peoples' money

Monthly Responsibilities:

- Actively participate in monthly PiP Board Meetings
- Be authorized signature on all PiP Bank Accounts
- Maintain accurate and detailed account for all financial transactions as they occur throughout month
- Create monthly treasurer reports (transaction report, performance to budget report)
- Reconcile 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
- Preserve financial records, including invoices and control forms

Annual Responsibilities:

- Lead annual budget development process beginning each Spring (prior to Teacher Grant allocations)
- Present annual operating budget for approval at September General Meeting
- File Form 990-EZ (annual IRS information return required for 501(c)(3) groups)
- Renew incorporation with the state
- Facilitate annual financial review (audit)

The following Committee Chairs report to the Treasurer:

Spirit Wear Committee

The Treasurer will oversee and provide guidance for the Spirit Wear committee chair, including:

- Active participation in committee meetings and assist in setting priorities
- Present event proposals for needed approvals by PiP Board/School Administration
- Ensure awareness of needs from PiP Board (e.g., budget, communications, etc.)
- Ensure successful execution of programs by respective committees

Term:

This position requires a two-year commitment

Training and Resources:

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