
TREASURER

(3s or 4s Parent Preferred)

Board Member

AVAILABILITY REQUIREMENT: Attend monthly Board meetings, August through June. Knowledge of Excel and QuickBooks a must. Financial, accounting, or tax background would be helpful. Chair the Finance Committee comprised of the Treasurer, Assistant Treasurer, Fundraising/Finance Liaison, Vice President, and Payroll Coordinator.

1. Collect tuition and fees and deposit in the bank. Charge and collect late fees. Put the red tuition zipper pouch in the folder box, between the 29th and 7th of each month. At the beginning of the school year advise members that tuition is collected using the red folder. Collect fines for parents who are late to pick up child, and disperse to Teachers. Also collect fees for Teachers to fill out private elementary school recommendations and disperse to Teachers.
2. Do the bank statement reconciliation monthly; be watchful of the certificate of deposit.
3. File necessary forms with the state on nonprofit certification.
4. Pay bills (rent, telephone, etc.).
5. Reimburse Supply Coordinator and others pre-approved for spending within 2 weeks of submission of receipts. Advance Teacher's supply budget and obtain all receipts.
6. Present the budget for the following year at the appropriate Board meeting and present it at the February General meeting.
7. Prepare the end of the year financial statement and present it at the August or September Board Meeting of the next school year.
8. Prepare packet for the accountant and make arrangements for it to be reviewed.
9. Deposit money from fundraising activities and collections.
10. Work with Assistant Treasurer/Payroll Coordinator to assure timely completion of Teacher payroll and payroll tax withholding deposits.
11. Send email/file folder/U.S. mail reminders to those who owe late tuition or fees.
12. Discuss any special payment arrangements with Board before implementing.
13. Head the Finance Committee, also comprised of the Assistant Treasurer, Fundraising/Finance Liaison, Vice President, and Payroll Coordinator. The committee will meet bi-annually or as scheduled by the Treasurer. The purpose of these meetings will be to conduct an internal audit



of finances at the time that the tax documents are filed and at the end of the school year. The results of each audit will be presented to the Board for review.

14. If needed, serve on the Contract/Salary Committee with the President, Administrative Liaison, and the Secretary. This committee will be involved in calculating salary and submission of the Teachers contracts from year to year.

As a member of the board and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow membership.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

Revisions: 03/2018 TAB